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JAN - 5 2006

**HIV Health Services Planning Council**  
**MEMBERSHIP COMMITTEE DRAFT AGENDA**  
**Monday, January 9<sup>th</sup>, 2006**  
**SFDPH, 25 Van Ness Avenue, Room 330B**  
**4:30-6:30 pm**

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- |     |   |                        |      |
|-----|---|------------------------|------|
| 1.  | <b>Introductions</b>  | Group                  | 4:30 |
| 2.  | <b>Review/Approve Agenda</b>  | Group                  | 4:32 |
| 3.  | <b>Review/Approve Minutes</b><br><i>December 12, 2005</i>   | Group                  | 4:34 |
| 4.  | <b>Announcements</b><br><i>Welcome new committee member Kandi Patterson.<br/>Appointment letters have been sent from the Mayor's Office to new Council Members Aimee Zenzele Barnes, Heriberto Quesada, Susan S. Philip and Mieke Ulate, 12/29/2006.</i>  | Group                  | 4:36 |
| 5.  | <b>Public Comment</b>   | Public                 | 4:40 |
| 6.  | <b>Steering Committee Update</b><br><i>The Co-chairs will present a monthly update of the Steering Committee activities and discussions.</i>  | Co-chairs              | 4:50 |
| 7.  | <b>Council Demographics Report</b><br><i>Review and discuss both Council and EMA-wide demographics.</i>   | Council Support/ Group | 4:55 |
| 8.  | <b>Membership Interviews/Discussion – VOTE (Closed Session) Group</b><br><i>Public Comment will be taken before the Committee enters into closed session. Council Support will report on applicant references. The Committee will vote whether to forward applicants' names to the Full Council for a membership vote.</i><br><ul style="list-style-type: none"><li>• Joaquin Sanchez (5:15-5:35)</li></ul>   |                        | 5:05 |
| 9.  | <b>Report on Closed Session</b><br><i>The Committee briefly reports the final outcome of the closed session, including votes taken.</i>   | Group                  | 5:35 |
| 10. | <b>Review Membership Applications Received - VOTE</b><br><i>The Committee will review new Council Membership Applications received and vote whether to schedule for an interview. This includes considering prior interviewees for a second interview.</i>  | Group                  | 5:45 |
| 11. | <b>Leave of Absence Request – VOTE</b><br><i>The Co-chairs will update the membership status of Charlene Pugh.<br/>The Committee will discuss the request for leave of absence by Raymond Banks to the end of January.</i>  | Group                  | 5:50 |
| 12. | <b>Council Member Attendance Report/Letters to Send</b><br><i>Council Support will update Committee on Attendance Letters sent, and status of Council Members.<br/>Committee will review a three-month (October-December) report on Council Member attendance.<br/>Committee will decide whether to send letters to Council Members not meeting attendance requirements.</i>  | Council Support        | 5:55 |
| 13. | <b>Membership Renewals - VOTE</b><br><i>The Committee will discuss membership renewal for Council Member Antonetty for February 1, 2006 deadline.</i>   | Group                  | 6:05 |
| 14. | <b>Review Draft Policies &amp; Procedures for Membership Committee – VOTE</b><br><i>If time permits, the committee will review the draft policies and procedures for the Membership Committee.</i><br><ul style="list-style-type: none"><li>• Draft Meeting Attendance Policy</li><li>• Resignation Policy</li><li>• Draft Leave of Absence Policy</li><li>• Draft Term Length Policy</li><li>• Draft Demographics and Membership Selection Criteria Policy</li></ul> | Council Support/Group  | 6:10 |

Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.

- Draft Training and Orientation Policy
- Draft Council Member Reimbursement Policy
- Draft Applying for Council Membership Policy
- Draft Conflict of Interest Policy
- Draft Proxy Voting Policy

15. **Sign-In Sheets at Full Council Meetings** Group 6:25  
*The Committee will discuss the use of sign-in sheets at Full Council Meetings*
16. **Membership Application Form – VOTE** Group 6:27  
*If time permits, the Committee will review modifications to the Membership Application Form, make additional changes as needed, and VOTE whether to approve a final version.*
17. **Next Meeting Date & Agenda Items** Group 6:30  
*The next Membership Committee meeting will be on Monday, February 13, 2006. The Committee will identify agenda items for next month.*

***Mission Statement:*** To recruit, screen, train and retain Council Members.

HIV Health Services Planning Council  
 730 Polk Street San Francisco, CA 94109

\*\*\*\*\*

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 c/o HIV Health Services Planning Council, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.

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THE AGENDA PACKET IS AVAILABLE FOR REVIEW AT

HIV Health Services Planning Council Office, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.



**HIV Health Services Planning Council  
Membership Committee Draft MINUTES  
Monday, January 9, 2006  
SFDPH, 25 Van Ness Avenue, Room 330B  
5:00-7:00 p.m.**

---

**Committee Members Present:** Dorothy Kleffner (co-chair); Mark Molnar (co-chair);  
Brian DiCrocco; Ken Pearce

**Committee Members Absent:** Walter Miller

**Other Council Members Present:** Billie-Jean Kanios

**Others Present:** Enrique Asis

**Council Support Present:** Jack Newby, Susan Latham

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**1. Introductions**

Co-Chair Kleffner called the meeting to order and those present introduced themselves.

**2. Review/Approve Agenda**

Committee reviewed the agenda. Item 8 and 9 Membership Interview and Review Applications were tabled. The agenda was approved by consensus.

**3. Review/Approve Minutes**

The Committee reviewed the minutes from December 12, 2005. No changes were discussed and the minutes were approved by consensus.

**4. Announcements**

- New members, Aimee Zenzele Barnes, Heriberto Quesada, Susan S. Philip and Mieke Ulate have been sent appointment letters by the Mayor: January 1, 2006 terms begin.
- CM Kanios requested that the Council and HPPC collaborate with Points of Integration, formerly referred to as PwP. CM Pearce suggested discussion on limits, and expressed concern for members being on two councils. CM Kanios noted that she and CM Blum currently sit on both. CM Pearce expressed concern that members may be stretched for time, and Points of Integration be recognized as a committee on both Councils.
- Council Support will contact CM Patterson regarding membership on the Membership Committee.

**5. Public Comment**

No was no public comment.

**6. Steering Committee Update**

Co-Chair Kleppner reported on the latest activities and discussions of the Steering Committee.

**7. Council Demographics Report**

Committee reviewed and discussed the Council Demographics Report.

**8. Membership Interviews/Discussion – VOTE (Closed Session)**

*This item was tabled*

No public comment.

**9. Report on Closed Session**

*This item was tabled.*

There was no public comment.

**10. Review Membership Applications Received**

There were no new membership applications for review.

## **11. Leave of Absence Request**

The Co-chairs updated the membership status of Charlene Pugh, and direct Council Support to send a final letter and a FPPC Form 700.

The Committee agreed the leave of absence by Raymond Banks extends to the end of January.

## **12. Council Member Attendance Report/Letters to Send Council Support**

Council Support updated Committee on Attendance Letters sent, and status of Council Members. Committee reviewed a three-month (October-December) report on Council Member attendance. Committee will decided to send letters to Council Members not meeting attendance requirements.

## **13. Membership Renewals**

*The Committee approved by consensus membership renewal for Council Member Antonetty February 1, 2006, for a two year term.*

## **14. Review Draft Policies & Procedures for Membership Committee**

The committee reviewed the draft policies and procedures for the Membership Committee, and directed Council Support to forward such to the next Infrastructure and Policy Committee meeting. The committee reviewed and directed Council Support to make the following corrections and additions:

- Draft Meeting Attendance Policy
- Resignation Policy
- Draft Leave of Absence Policy
- Draft Term Length Policy
- Draft Demographics and Membership Selection Criteria Policy
- Draft Training and Orientation Policy
- Draft Council Member Reimbursement Policy
- Draft Applying for Council Membership Policy
- Draft Conflict of Interest Policy
- Draft Proxy Voting Policy

The changes, to be made as directed by Council Staff, will be forwarded to the Infrastructure and Policy Committee, for review and approval, then, if approved, forwarded to the Steering Committee, for review and approval. All policies approved via this process, will then be forwarded to the Full Council, January 23, 2006.

## **15. Sign-In Sheets at Full Council Meeting**

The Committee agreed to include a sign –in sheet at the documents table at the Full Council meetings, and that CM would sign in upon entry.

## **16. Membership Application Form**

The Committee reviewed modifications to the Membership Application Form, made additional changes: Change “Age” to Date of Birth; Change “Age” to Year of Diagnosis; that a clear statement that all information is to be considered “**Voluntary**”.

## **17. Next Meeting Date & Agenda Items**

*The next Membership Committee meeting will be on Monday, February13, 2006 at the same location. The Committee will identify agenda items for next month.*

***Mission Statement:*** *To recruit, screen, train and retain Council Members.*



HIV Health Services Planning Council  
MEMBERSHIP COMMITTEE DRAFT AGENDA  
Monday, February 13, 2006  
SFDPH, 25 Van Ness Avenue, Room 330B  
4:30-6:30 pm

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- |                     |  |                             |
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|                     | <b>1. Introductions</b>  | Group 4:30                  |
|                     | <b>2. Review/Approve Agenda</b>  | Group 4:32                  |
|                     | <b>3. Review/Approve Minutes</b><br><i>January 9<sup>th</sup>, 2005</i>  | Group 4:34                  |
|                     | <b>4. Announcements</b>  | Group 4:36                  |
|                     | <b>5. Public Comment</b>   | Public 4:40                 |
|                     | <b>6. Steering Committee Update</b><br><i>The Co-chairs will present a monthly update of the Steering Committee activities and discussions.</i>  | Co-chairs 4:50              |
|                     | <b>7. Council Demographics Report</b><br><i>Review and discuss both Council and EMA-wide demographics.</i>   | Council Support/ Group 4:55 |
| 10.5<br>1<br>113/06 | <b>8. Membership Interviews/Discussion – VOTE (Closed Session)</b><br><i>Public Comment will be taken before the Committee enters into closed session. Council Support will report on applicant references. The Committee will vote whether to forward applicants' names to the Full Council for a membership vote.</i> <ul style="list-style-type: none"><li>• <i>Joaquin Sanchez (5:15-5:35)</i></li></ul> | Group 5:05                  |
|                     | <b>9. Report on Closed Session</b><br><i>The Committee briefly reports the final outcome of the closed session, including votes taken.</i>   | Group 5:35                  |
|                     | <b>10. Review Membership Applications Received - VOTE</b><br><i>The Committee will review new Council Membership Applications received and vote whether to schedule for an interview. This includes considering prior interviewees for a second interview.</i>   | Group 5:45                  |
|                     | <b>11. Council Member Attendance Report/Letters to Send</b><br><i>Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month ( November-January) report on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.</i>                                    | Council Support 5:55        |
|                     | <b>12. Membership Renewals - VOTE</b><br><i>The Committee will discuss membership renewal for Council Members Benham, DiCrocco, Siron, and Thomas for March 1, 2006 deadline.</i>  | Group 6:05                  |
|                     | <b>13. Discussion of Membership Recruitment Strategies</b>   | Group 6:10                  |
|                     | <b>14. Review the January 27<sup>th</sup> Annual Retreat Discussion of the Work Plan for the Membership Committee - VOTE</b><br><i>The Committee will review discussions from the retreat about the Work Plan of the committee and develop committee work plan.</i>  | Group 6:15                  |
|                     | <b>15. Review Draft Policies &amp; Procedures for Membership Committee – VOTE</b><br><i>If time permits, the committee will review the draft policies and procedures for the Membership Committee:</i> <ul style="list-style-type: none"><li>• Meeting Attendance Policy</li><li>• Applying for Council Membership</li><li>• Nominations and Interview</li><li>• Appointment Process</li></ul>               | Council Support/Group 6:30  |

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- Term Length Policy
- Committee Assignments
- Council Member Reimbursement Policy
- Recruitment

## 16. Membership Application Form Review

Group \*\*\*

*If time permits, the Committee will review January 9th modifications to the Membership Application Form*

## 17. Next Meeting Date & Agenda Items

Group 6:30

*The next Membership Committee meeting will be on Monday, March 13<sup>th</sup>, 2006. The Committee will identify agenda items for next month.*

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HIV Health Services Planning Council  
MEMBERSHIP COMMITTEE DRAFT MINUTES  
Monday, March 13, 2006  
SFDPH, 25 Van Ness Avenue, Room 330B  
4:30-6:30 pm

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**Council Members Present:** Dorothy Kleffner (co-chair); Ken Pearce; Raymond Banks; Brian DiCrocco

**Council Members Absent:** Walter Miller, Mark Molnar;

**Other Council Members Present:** Robert Oropeza; Randy Allgaier; Billie-Jean Kanios; Charles Siron

**Others Present:** Norman Tanner (membership candidate)

**Council Support Present:** Enrique Asis; Skot Jonz

## 1. Introductions

Co-Chair Kleffner called the meeting to order at 4:35 and those present introduced themselves.

## 2. Review/Approve Agenda

Committee reviewed and approved the agenda.

## 3. Review/Approve *February 13<sup>th</sup>, 2006 Minutes*

Committee reviewed and approved the minutes from February 13, 2006.

## 4. Announcements

CM Kanios announced an upcoming event Screaming Queens, with more information provided later.

CM Allgaier announced the resignation of CM Booker and suggested an honorary mention at next Council Meeting.

CM Allgaier announced a collaborative process involving Council Co-Chairs, HAPN, AIDS Office and others regarding a planning process underway to look at all of the HIV Services, including prevention services. Recommendations will come before Full Council before decisions are made. The goal is to prepare for upcoming changes in the epidemic and funding.

Council Support, Enrique Asis, invited all Council Members to the general orientation for new Council Members, on Thursday March 23 from 9a.m. to 5 p.m. An announcement will be distributed by email to all Council Members, as well as agendas for those who may be interested.

Co-Chair Kleffner requested Council Support to keep this committee updated on Orientations.

CM Kleffner announced the POI (Points of Integration) Committee has elected a new co-chair, CM Blum.

**ACTION: Council Support to include attendance data from POI Committee on all future Attendance Reports.**

## 5. Public Comment

There were no public comments.

## 6. Steering Committee Update

Committee discussed the activities of the Steering Committee.

## 7. Council Demographics Report

Committee reviewed and discussed Council and EMA (Eligible Metropolitan Area)-wide demographics.

Committee pointed out the need for more non-aligned consumer females.

Committee discussed the need to post flyers and do more recruitment.

Council Support indicated that CM Anderson has requested a leave of absence but since it is not noticed on the agenda it will be discussed next month.



## **8. Membership Interviews/Discussion – VOTE (Closed Session)**

No public comment on interview.

Committee entered into closed session.

Committee discussed applicant references.

CM Allgaier noted that candidate being interviewed was previously a Council Member.

Committee discussed the Interview Questionnaire and the need to keep to specific determined questions.

Committee interviewed candidate Tanner.

Committee discussed interview.

Committee voted whether to forward applicant's name to the Full Council for a membership vote.

## **9. Report on Closed Session**

Committee reported on the outcome of the closed session interview of applicant Norman Tanner.

Votes: unanimous in favor.

**ACTION: Applicant Tanner's name will be forwarded to Full Council for a Membership Vote.**

## **10. Review Membership Applications Received - VOTE**

Committee reviewed new Council Member Applications and voted whether to schedule for an interview.

Regarding Applicant Newell-Jackson, Committee voted unanimously in favor to schedule for an interview.

**ACTION: Council Support to schedule Applicant Newell-Jackson for an interview at the April Membership Committee meeting and check references – especially the nature of AIDS Community Resource Consortium in San Mateo.**

Regarding Applicant Herman, Committee noted that 2 pages of application are missing.

Committee voted unanimously in favor of inviting applicant for an interview.

**ACTION: Council Support to obtain missing pages of application for Applicant Herman and return to Membership Committee in April meeting for review prior to interview. Schedule Mr. Herman for interview in April.**

## **11. Council Member Attendance Report/Letters to Send**

*Council Support will update Committee on Attendance Letters sent, and status of Council Members.*

*Committee will review a three-month (December, January, February) report on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.*

This item tabled until Meeting Attendance Requirements policy is completed.

**ACTION: Council Support to confirm status of CM Patterson mail and phone contact. Put on April agenda regarding voting privileges and membership status of CM Patterson.**

**All other membership attendance issues put on hold until by-laws matter cleared up.**

## **12. Membership Renewals**

*There are no renewals this month.*

## **13. Review Committee Assignments - VOTE**

- *Confirmation of PwP (Prevention with Positives) Committee Members Blum, Kanios and Pearce*

Committee discussed confirmation of PwP (Prevention with Positives) Committee members Blum, Kanios and Pearce. This is their new home committee and they will no longer be responsible for attending their previous home committee, although they are free to attend said committee.

Committee voted to approve confirmation of Council Members Pearce, Blum and Kanios to move to new home committee of PwP. Unanimous in favor.



**ACTION: Council Support to remove Pearce, Kanios and Blum from current home committee documents, sign-in sheets, roster, data base, etc. and add to PwP Committee so they will not adversely affect quorum with their prior home committee.**

Committee reviewed committees not meeting quorum and discussed possible reassignments. Committee discussed new members and their status of choosing a committee.

Committee discussed new Council Member Committee elections.

#### **14. Discussion of Membership Recruitment Strategies and Exit Interviews**

Committee agreed to stay 15 minutes longer to complete business.

Committee discussed the request from Evaluation Committee for Membership Committee to determine whether there is an Exit Interview.

Evaluation Committee will develop a policy for an Exit Interview and return to Membership Committee for review.

Committee discussed the practical nature of obtaining exit interviews from departing Council Members who are not particularly communicative.

#### **15. Review the January 27<sup>th</sup> Annual Retreat Discussion of the Work Plan for the Membership Committee - VOTE**

Committee reviewed the revisions to the Work Plan for the Membership Committee. Committee voted whether to approve the revisions: Unanimous in favor.

#### **16. Review Draft Policies & Procedures for Membership Committee – VOTE**

*If time permits, the committee will review the draft policies and procedures for the Membership Committee:*

- Meeting Attendance Policy
- Applying for Council Membership
- Nominations and Interview
- Appointment Process
- Term Length Policy
- Committee Assignments
- Council Member Reimbursement Policy
- Recruitment
- Leave of Absence

Council Support reported on the recommendation from I&P Committee to Membership Committee that I&P Committee is willing to take on completion of the remaining Membership Policies. Committee discussed this recommendation.

Committee discussed having Membership Committee members attending that I&P meeting for input purposes

CM Allgaier made a motion to forward Membership Committee policies to I&P for revision, with the invitation of all Membership Committee members. Unanimous in favor.

**ACTION: Council Support to forward Membership policies and procedures to I&P Committee for review and revision, and invite all Membership Committee members to attend this meeting.**

#### **17. Membership Application Form Review**

This item tabled.

#### **18. Next Meeting Date & Agenda Items**

Committee identified agenda items for the next Membership Committee meeting on Monday, April 10<sup>th</sup>, 2006.

- *Membership Application Review*
- *Leave of Absence Request for CM Anderson to April Membership Committee agenda.*
- *Add two new applicant interviews (later on the agenda rather than earlier)*
- *By-Laws modification regarding Attendance Requirements and Resignation policies*
- *Review Draft Polices and Procedures for Membership Committee*
- *Review the January 27<sup>th</sup> Annual Retreat Discussion of the Work Plan for the Membership Committee*
- *Recrnitment Strategies*

Co-Chair adjourned the meeting at 6:45 p.m.

**HIV Health Services Planning Council  
MEMBERSHIP COMMITTEE DRAFT AGENDA  
Monday, April 10, 2006  
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| <b>3. Review/Approve Minutes</b><br><i>March 13<sup>th</sup>, 2006</i>  | Group 4:34                  |
| <b>4. Announcements</b>   | Group 4:36                  |
| <b>5. Public Comment</b>  | Public 4:40                 |
| <b>6. Steering Committee Update</b><br><i>The Co-chairs will present a monthly update of the Steering Committee activities and discussions.</i>   | Co-chairs 4:55              |
| <b>7. Reschedule the July and August Membership Committee Meetings</b>  | Group 4:55                  |
| <b>8. Council Demographics Report</b><br><i>Review and discuss both Council and EMA (Eligible Metropolitan Area)-wide demographics.</i>   | Council Support/ Group 5:00 |
| <b>9. Membership Interviews/Discussion – VOTE (Closed Session)</b><br><i>Public Comment will be taken before the Committee enters into closed session. Council Support will report on applicant references. The Committee will vote whether to forward applicants' names to the Full Council for a membership vote.</i>   | Group 5:10                  |
| <ul style="list-style-type: none"> <li>• Stephen Herman (5:15-5:35)</li> <li>• Catherine Newell (5:45 – 6:05)</li> </ul>  |                             |
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| <b>10. Review Membership Applications Received - VOTE</b><br><i>The Committee will review new Council Membership Applications received and vote whether to schedule for an interview. This includes considering prior interviewees for a second interview.</i>  | Group 6:15                  |
| <b>11. Council Member Attendance Report/Letters to Send</b><br><ul style="list-style-type: none"> <li>○ Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month (January, February, March) report on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.</li> <li>○ Points of Integration attendance report status</li> <li>○ Discussion Regarding Voting Privileges and Membership Status</li> </ul> | Council Support 6:20        |
| <b>12. Membership Renewals - VOTE</b><br><i>The Committee will discuss membership renewal for Council Member Blum for May 1, 2006 deadline.</i>   | Group 6:05                  |
| <b>13. Leave of Absence Request – VOTE</b><br><i>The Committee will discuss the request for leave of absence by Devin Anderson.</i>   | Group 6:10                  |
| <b>14. Discussion of Membership Recruitment Strategies</b>  | Group 6:15                  |
| <b>15. Membership Application Form Review</b><br><i>If time permits, the Committee will review January 9th modifications to the Membership Application Form</i>   | Group 6:20                  |
| <b>16. Next Meeting Date &amp; Agenda Items</b><br><i>The next Membership Committee meeting will be on Monday, May 8<sup>th</sup>, 2006. The Committee will identify agenda items for next month.</i>   | Group 6:30                  |

Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.



***Mission Statement: To recruit, screen, train and retain Council Members.***

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*HIV Health Services Planning Council  
730 Polk Street San Francisco, CA 94109*

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*San Francisco Department of Public Health, AIDS Office, 25 Van Ness Avenue, 3rd floor, San Francisco, CA 94102*

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**HIV Health Services Planning Council**  
**MEMBERSHIP COMMITTEE DRAFT MINUTES**  
**Monday, April 10, 2006**  
**SFDPH, 25 Van Ness Avenue, Room 330B**  
**4:30-6:30 pm**

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**Council Members Present:** Dorothy Kleffner (co-chair); Mark Molnar (co-chair); Raymond Banks; Brian DiCrocco; Walter Miller

**Other Council Members Absent:** Randy Allgaier, Ken Pearce, Billie-Jean Kanios

**Others Present:** Marshia Henning, Stephen Herman, Catherine Newell

**Council Support Present:** Enrique Asis; Susan Latham

DRAFT

### 1. Introductions

Co-Chair Kleffner called the meeting to order at 4:40, and those present introduced themselves.

### 2. Review/Approve Agenda

Committee reviewed and approved the agenda.

### 3. Review/Approve Minutes

Committee reviewed and approved the minutes from March 13, 2006.

### 4. Announcements

- o Mark Molnar announced that Shanti is holding a Women's Forum, May 3<sup>rd</sup>, 10am-2pm at the Women's Building. He will forward a flyer.
- o Enrique Asis updated the committee on the latest orientation of new members
- o Randy Allgaier reported that the Council has requested clarification regarding Closed Sessions and the Sunshine Ordinance from the City Attorney's office.
- o The committee considered a shared meeting with the Infrastructure and Policy Committee on May 4<sup>th</sup>.

### 5. Public Comment

There was no public comment.

### 6. Steering Committee Update

Committee discussed the activities of the Steering Committee.

### 7. Reschedule the July and August Membership Committee Meetings

- o Wednesday, July 19<sup>th</sup>, 4:30 – 6:30: Exit Interviews and Retention
- o Monday, August 7<sup>th</sup>: propose a joint meeting with the Evaluation Committee, requesting that committee begin their meeting on hour earlier (3pm), commencing with a joint meeting with Membership (4-5pm), with Membership continuing (6pm)

### 8. Council Demographics Report

Committee reviewed and discussed Council and EMA (Eligible Metropolitan Area)-wide demographics.

- o Importance of attending HPPC data presentation on demographic projections
- o Correct report to Total Non-Aligned to 12

### 9. Membership Interviews/Discussion – VOTE (Closed Session)

No public comment on interview.

Committee entered into closed session.

Committee discussed applicant references.

Committee interviewed candidates Herman and Newell in separate sessions.

Committee discussed each interview individually.

Committee voted whether to forward both applicants' names to the Full Council for a membership vote.

### 10. Report on Closed Session

Committee reported on the outcome of the closed session interviews of applicants Stephen Herman and Catherine Newell.

Votes: unanimous in favor of both candidates

After references are checked by the Director, who will notify the committee, the candidates' names will be forwarded to the Full Council.

### 11. Review Membership Applications Received

Committee reviewed new Council Member Applications and voted whether to schedule for an interview.

Regarding Applicant Garcia, Committee voted unanimously in favor to schedule for an interview.

**ACTION: Council Support to invite Applicant Danny Garcia for an interview at the May Membership Committee meeting and check references.**

#### **12. Council Member Attendance Report/Letters to Send**

- Co-chair Kleffner suggested that letters be sent to inform, rather than formally remove. It was noted that the Full Council removes council members; the policy and the bylaws must be in sync and the committee requested that there be clarification regarding the bylaws and policy conflict. Letters to delinquent members should cite the bylaws.
- The committee directed Council Staff to send a letter to Council Member Patterson.
- Points of Integration attendance report status
  - There is currently no mechanism for council members attendance
- Discussion Regarding Voting Privileges and Membership Status

#### **13. Membership Renewals - VOTE**

The Committee unanimously approved the membership renewal for Council Member Blum for May 1, 2006 deadline.

#### **14. Leave of Absence Request**

The Committee approved the request for leave of absence by Devin Anderson, for two months, effective April 10<sup>th</sup> to June 10<sup>th</sup>, as per the bylaws.

#### **15. Discussion of Membership Recruitment Strategies**

- Committees need to develop their own leadership
- Clarify procedures, especially to new members, develop mentorships
- Committee appointments/reappointment requests should be submitted to the Membership committee in writing; process and policy needs to be clarified
- Open committees to the community/public membership

#### **16. Membership Application Form Review**

- This item was tabled

#### **17. Next Meeting Date & Agenda Items**

- Monday, May 8<sup>th</sup>, 2006
- Agenda items for next month:
  - Discussion and clarification regarding Bylaws and Policy - VOTE
  - Discussion of the Council committees appointments and process - VOTE
  - Attendance policies and procedures
  - Legal clarification for public/community membership (City Attorney memo needed regarding voting privileges)
  - Membership Application Form review

**Adjournment 6:40pm**

**HIV Health Services Planning Council**  
**MEMBERSHIP COMMITTEE DRAFT AGENDA**  
**Monday, May 8th, 2006**  
**SFDPH, 25 Van Ness Avenue, Room 330B**  
**4:30-6:30 pm**

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- |   |                             |
|---|-----------------------------|
| <b>1. Introductions</b>   | Group 4:30                  |
| <b>2. Review/Approve Agenda</b>   | Group 4:32                  |
| <b>3. Review/Approve April 10<sup>th</sup>, 2006 Minutes</b>  | Group 4:34                  |
| <b>4. Announcements</b>   | Group 4:36                  |
| ○ <i>Review and update of Committee Meeting Schedule</i>  |                             |
| <b>5. Public Comment</b>  | Public 4:46                 |
| <b>6. Steering Committee Update</b>   | Co-chairs 4:56              |
| <i>The Co-chairs will present a monthly update of the Steering Committee activities and discussions.</i>  |                             |
| <b>7. Update on New Member Orientation and Mentor Assignments</b>   | Council Support 5:08        |
| <b>8. Council Demographics Report</b>   | Council Support/ Group 5:10 |
| <i>Review and discuss both Council and EMA (Eligible Metropolitan Area)-wide demographics.</i>  |                             |
| <b>9. Membership Interviews/Discussion – VOTE (Closed Session)</b>  | Group 5:15                  |
| <i>Public Comment will be taken before the Committee enters into closed session. Council Support will report on applicant references. The Committee will vote whether to forward applicants' names to the Full Council for a membership vote.</i>   |                             |
| • <i>Danny Garcia (5:15-5:35)</i>   |                             |
| <b>10. Report on Closed Session</b>   | Group 5:45                  |
| <i>The Committee briefly reports the final outcome of the closed session, including votes taken.</i>  |                             |
| <b>11. Review Membership Applications Received - VOTE</b>   | Group 5:50                  |
| <i>The Committee will review new Council Membership Applications received and vote whether to schedule for an interview. This includes considering prior interviewees for a second interview.</i>   |                             |
| <b>12. Council Member Attendance Report/Letters to Send</b>   | Council Support 6:00        |
| ○ <i>Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month (February, March, April) report on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.</i> |                             |
| ○ <i>Points of Integration attendance report status</i>   |                             |
| ○ <i>Discussion Regarding Voting Privileges and Membership Status</i>   |                             |
| <b>13. Membership Renewals Update</b>   | Group 6:10                  |
| <i>There are no membership renewals this month</i>  |                             |
| <b>14. Leave of Absence Request – VOTE</b>  | Group 6:11                  |
| <i>The Committee will discuss the requests for leave of absence.</i>  |                             |
| <b>15. Discuss Council Member Committee Assignments</b>   | Group 6:15                  |
| <b>16. Discussion of Membership Recruitment Strategies</b>  | Group 6:20                  |
| <b>17. Update on Meeting with the Infrastructure and Policy Committee Review of Membership Policies and Procedures</b>  | Co-Chairs 6:25              |



## 18. Review Draft Policies & Procedures for Membership Committee - VOTE

Council Support/Group \*\*\*

*If time permits, the committee will review remaining draft policies and procedures for the Membership Committee.*

## 19. Next Meeting Date & Agenda Items

Group 6:30

*The next Membership Committee meeting will be on Monday, June 12<sup>th</sup>, 2006. The Committee will identify agenda items for next month.*

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HIV Health Services Planning Council  
MEMBERSHIP COMMITTEE DRAFT MINUTES  
Monday, May 8th, 2006  
SFDPH, 25 Van Ness Avenue, Room 330B  
4:30-6:30 pm

Committee Members Present: Dorothy Kleffner (co-chair); Brian DiCrocco  
Committee Members Absent: Mark Molnar (co-chair); Raymond Banks; Walter Miller  
Others Present: Randy Allgaier; Billy Jean Kanios; Ken Pearce; Danny Garcia  
Council Support Present: Enrique Asis; Susan Latham; Joe Lynn

## 1. Introductions

The meeting was called to order at 4:37 pm.

## 2. Review/Approve Agenda

There was a discussion about advice received that indicated the interview process was not a personnel matter and therefore should not be held in closed session. Accordingly, the agenda was changed to delete the reference to a closed session. As amended, there was a consensus to approve the agenda.

## 3. Review/Approve April 10<sup>th</sup>, 2006 Minutes

There was a consensus to approve the minutes.

## 4. Announcements

- o Review and update of Committee Meeting Schedule

Council Support Staff Susan Latham announced that Council Member Joaquin Sanchez was resigning.

## 5. Public Comment

There was none.

## 6. Steering Committee Update

*The Co-chairs will present a monthly update of the Steering Committee activities and discussions.*

There was a review of the arguments for and against a change in the policy of the Consumer Advocate to name the providers against whom complaints had been lodged.

## 7. Update on New Member Orientation and Mentor Assignments

Council Support Staff Enrique Asis discussed assigning mentors to the new members. A full orientation for new members would be held June 13 and a pre-orientation before then.

## 8. Council Demographics Report

*Review and discuss both Council and EMA (Eligible Metropolitan Area)-wide demographics.*

Staff is now collecting the demographic data from Marin and San Mateo counties.

## 9. Membership Interviews/Discussion – VOTE

*Public Comment will be taken before the Committee enters into closed session. Council Support will report on applicant references. The Committee will vote whether to forward applicants' names to the Full Council for a membership vote.*

- Danny Garcia (5:15-5:35)

The interview was held in open session. Ms. Latham reported that Director Jack Newby had not yet heard from the references provided by Mr. Danny Garcia. Mr. Garcia also had not yet attended a full council meeting.

Mr. Garcia addressed the Committee on his application and said that he receives services and is representative of the Native American community. He has been involved in HIV organizations in different capacities and wants to serve on the Planning Council. He does not believe the work demands are too bad. Mr. Garcia was invited to remain for the discussion of his application but chose to leave.

There was a review of Mr. Garcia's application process. Some suggested that the interview with the Committee not be scheduled until after the applicant had attended a full council meeting and the references had been checked. Council Co-Chair Randy Allgaier suggested that the Committee co-chairs may want to give the applicant a phone call before the meeting to explain the process to them.

**A consensus developed to recommend Mr. Garcia's application to the Steering Committee in June so that he could attend the May meeting of the Full Council and so that his references could respond. Committee Co-Chair Dorothy Kleffner agreed to extend an invitation to him to the June orientation.**

## **10. Report on Closed Session**

*The Committee briefly reports the final outcome of the closed session, including votes taken.*

This item was struck from the agenda.

## **11. Review Membership Applications Received - VOTE**

*The Committee will review new Council Membership Applications received and vote whether to schedule for an interview. This includes considering prior interviewees for a second interview.*

There was none.

## **12. Council Member Attendance Report/Letters to Send**

- *Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month (February, March, April) report on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.*

There were none.

- *Points of Integration attendance report status*

Council Co-chair Billy Jean Kanios asked the record to reflect her attendance at these meetings along with the other Planning Council members.

- *Discussion Regarding Voting Privileges and Membership Status*

There was no discussion.

## **13. Membership Renewals Update**

*There are no membership renewals this month*

## **14. Leave of Absence Request – VOTE**

*The Committee will discuss the requests for leave of absence.*

There were no requests.

## **15. Discuss Council Member Committee Assignments**

There were no requests. There was a discussion noting that new members who had requested only one committee might receive more favorable treatment than those who followed the instructions and named three committees. Accordingly, it was suggested that future applications for Committee assignment require three possible committees.



## **16. Discussion of Membership Recruitment Strategies**

There was no discussion.

## **17. Update on Meeting with the Infrastructure and Policy Committee Review of Membership Policies and Procedures**

All the draft membership policies had been reviewed by I&P except for recruitment strategy and attendance requirements. The ones that had been reviewed were forwarded to the Steering Committee.

## **18. Review Draft Policies & Procedures for Membership Committee - VOTE**

*If time permits, the committee will review remaining draft policies and procedures for the Membership Committee.*

There was some discussion concerning the attendance policy with the following points raised:

- How many meetings should a member be allowed to miss before losing voting privileges?
- How could voting privileges be restored? Can the failure of a committee to reach quorum be remedied?
- What is the meaning of an Excused absence? Is a hospitalized member who is too sick to call in before the meeting to be treated more severely than a member less ill and able to call in?
- Has a member attended a meeting who arrives late or leaves early?
- What are appropriate health excuses for missing a meeting given HRSA's mandate that members not be punished for HIV-related illnesses?
- When should letters go out alerting members to a possible problem with their attendance?

The group expressed interest in learning the policies of the HIV Prevention Planning Council. Apparently, they accept no excused absences and allow only four in a 12 month rolling period. The Council would have to ensure that this policy is acceptable under HRSA mandates.

## **19. Next Meeting Date & Agenda Items**

*The next Membership Committee meeting will be on Monday, June 12<sup>th</sup>, 2006. The Committee will identify agenda items for next month.*

The meeting adjourned at 6:34 pm.





**HIV Health Services Planning Council**  
**MEMBERSHIP COMMITTEE DRAFT AGENDA**  
**Monday, June 12<sup>th</sup>, 2006**  
**SFDPH, 25 Van Ness Avenue, Room 330B**  
**4:30-6:30 pm**

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1. **Introductions** Group 4:30
  2. **Review/Approve Agenda** Group 4:32
  3. **Review/Approve May 8<sup>th</sup>, 2006 Minutes** Group 4:34
  4. **Announcements** Group 4:36
    - *Review and update of Committee Meeting Schedule*
  5. **Public Comment** Public 4:46
  6. **Steering Committee Update** Co-chairs 4:56
    - The Co-chairs will present a monthly update of the Steering Committee activities and discussions.*
  7. **Update on New Member Orientation and Mentor Assignments** Council Support 5:08
  8. **Council Demographics Report** Council Support/ Group 5:10
    - Review and discuss both Council and EMA (Eligible Metropolitan Area)-wide demographics.*
  9. **Review Membership Applications Received - VOTE** Group 5:20
    - *The Committee will review new Council Membership Applications received and vote whether to schedule for an interview. This includes considering prior interviewees for a second interview.*
    - *Direction to Council Support on scheduling interviews prior to the Prioritization and Allocation process, to resume in September 2006*
  10. **Council Member Attendance Report/Letters to Send** Council Support 5:30
    - *Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month (March, April, May) report on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.*
    - *Discussion Regarding Voting Privileges and Membership Status*
  11. **Discuss and Approve Council Member Committee Assignments - VOTE** Group 5:40
    - *Pending members possible assignments*
    - *Committee Assignment Form (to be created as per the I&P committee in May meeting)*
  12. **Discussion of Membership Recruitment Strategies** Group 5:50
  13. **Review Draft Policies & Procedures for Membership Committee - VOTE** Council Support/Group 6:10
    - *Meeting Attendance Requirements*
    - *Recruitment*
    - *Policy Regarding Use of an Alternative*

*If time permits, the committee will review remaining draft policies and procedures for the Membership Committee.*
  14. **Leave of Absence Bylaws Change Discussion - VOTE** Group 6:25
  15. **Next Meeting Date & Agenda Items** Group 6:30
    - The next Membership Committee meeting will be on Wednesday, July 19<sup>th</sup>, 2006. The Committee will identify agenda items for next month.*

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MEMBERSHIP COMMITTEE DRAFT MINUTES  
Monday, June 12<sup>th</sup>, 2006  
SFDPH, 25 Van Ness Avenue, Room 330B  
4:30-6:30 pm

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Committee Members Present: Dorothy Kleffner (co-chair); Mark Molnar (co-chair); Brian DiCrocco;  
Walter Miller

Committee Members Absent: Raymond Banks

Others Present: Charles Siron, Ken Pearce

Council Support Present: Enrique Asis; Susan Latham; Joe Lynn

DRAFT

## 1. Introductions

The meeting was called to order at 4:45 pm. and everyone introduced themselves.

## 2. Review/Approve Agenda

The agenda was approved by consensus.

## 3. Review/Approve May 8<sup>th</sup>, 2006 Minutes

Council Support Staff Susan Latham noted that the minutes of the April 10 meeting had not been approved since there had been no quorum on May 8. **The approval of those minutes would be placed on the next agenda.**

**Motion (Pearce/Kleffner) to approve the minutes of the May 8, 2006, gathering for which no quorum was reached passed unanimously.**

## 4. Announcements

- *Review and update of Committee Meeting Schedule*

Ms. Latham announced an upcoming community forum for folks 50 or over.

Co-Chair Mark Molnar announced that he would resign from this committee in September because of the perceived conflict between his role as a Shanti employee and the new rules on open session. **There was a consensus that the Co-Chairs would ask Director Jack Newby about getting written advice from the City Attorney on the rules regarding open and closed sessions.**

It was announced that Norman Tanner had resigned

## 5. Public Comment

There was no public comment.

## 6. Steering Committee Update

*The Co-chairs will present a monthly update of the Steering Committee activities and discussions.*

Although there was nothing new to report, there was progress being made on the policy manual.

## 7. Update on New Member Orientation and Mentor Assignments

Council Support Staff Enrique Asis said that he was prepared for the next day's orientation. He also provided a short review of the mentoring policy and told the group that Cathy Newell had no mentor yet.

## 8. Council Demographics Report

*Review and discuss both Council and EMA (Eligible Metropolitan Area)-wide demographics.*

Ms. Latham reported on problems with collecting the data, primarily due to the use of different age groups between the counties. Another problem arose from the differences in reporting those with HIV and those with AIDS. It was suggested that we could extrapolate the data of one set to the other by applying standard percentages of those with HIV who have AIDS.

Some noted that increases in the Latino and 25-49 age group representations might be in order. Others noted that there was no mandate for age group representations.

## 9. Review Membership Applications Received

- *The Committee will review new Council Membership Applications received and vote whether to schedule for an interview. This includes considering prior interviewees for a second interview.*
- *Direction to Council Support on scheduling interviews prior to the Prioritization and Allocation process, to resume in September 2006*

The Committee then discussed the application of Mr. Danny Garcia who was not present. Mr. Garcia had suggested that he would prefer to put off becoming a member until after the August Council meetings. He was interested, had attended the last Council meeting and would attend the orientation scheduled for the next day.

**Motion (Pearce/Miller) to recommend Mr. Garcia to the Steering Council for full Council action at its September meeting failed (3/2 and one abstention).**

There was a discussion concerning the affect of the abstention as opposed to a recusal.

A motion was then made by Council Member Charles Siron to review Mr. Garcia's application as per his request in September. The motion was seconded by Mr. Molnar. After consensus was reached to take up Mr. Garcia's application in August, Mssrs. Siron and Molnar withdrew their motion.

Before taking up the next three applications there was a discussion about the timing of the new memberships. Since the demographic targets had been reached, there was no pressing need to add new members before the August prioritization meetings. Any interviews could take place in July or August.

The three applications reviewed were from:

1. Veronica Pillatzke. Co-Chair Dorothy Kleffne gave her a recommendation. However, her application was illegible. Therefore, she will be asked to resubmit her application with a more legible font. **Motion (Molnar/Di Crocco) to table her application passed unanimously.**
2. Billie J. Cooper. Mr. Siron knew her and said she was smart and motivated. He said she would attend meetings. Some questioned whether her admission would oversample the transgender community. Others said this was not a problem and that we were mandated to focus on communities with rising infections. The applicant qualified for this since she was a transgender, African-American woman whose communities had rising infections. **There was a consensus that staff should schedule an interview once she attends a full Council meeting.**
3. Naina Khanna. Mr. Molnar said that she was applying not as a service provider although she did work in the development department of Shanti. She was highly intelligent and highly motivated.

**Motion (Pearce/Kleffner) to schedule an interview with her after finding out if she has attended a full council meeting in the last three months passed unanimously with CM Molnar abstaining.**

**Council support staff will schedule interviews appropriately and check references by the time of the interview.**

#### **10. Council Member Attendance Report/Letters to Send**

*Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month (March, April, May) report on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.*

- *Discussion Regarding Voting Privileges and Membership Status*

This item was not discussed.

#### **11. Discuss and Approve Council Member Committee Assignments**

- *Pending members possible assignments*
- *Committee Assignment Form (to be created as per the I&P committee in May meeting)*

This item was not discussed.

#### **12. Discussion of Membership Recruitment Strategies**

This item was not discussed.

#### **13. Review Draft Policies & Procedures for Membership Committee - VOTE**

Council Support/Group

- *Meeting Attendance Requirements*

Ms. Kleffner and Mr. Pearce had worked on distilling the various policy options to consider. They provided the Committee with a handout. Their goal was to develop rules that could apply automatically and simply, easy to administer. They wanted council support staff to handle this with appeals available to the Committee.

The various policies in the handout were discussed. There was some discussion on whether the excusal of absences due to HIV related illnesses should be the only exception. Others might be considered such as the need to miss a meeting to advocate on behalf of the Council. Some worried that opening the illness exception to others would cause more problems. There was some thought given to exempting the State representative from the requirements.

There was a consensus to remove the "Fallback Rule." There was also a consensus to remove a member automatically when he or she had been on probation for four of the last 12 months.

There was a consensus to take up this discussion at the next meeting before discussing sending out any letters.

Four or five months of probation in a year bounces you off automatically. Consensus on four months



- *Recruitment*
- *Policy Regarding Use of an Alternative*

*If time permits, the committee will review remaining draft policies and procedures for the Membership Committee.*

This item was not discussed.

#### **14. Leave of Absence Bylaws Change Discussion**

This item was not discussed.

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#### **15. Next Meeting Date & Agenda Items**

*The next Membership Committee meeting will be on **Wednesday, July 19<sup>th</sup>, 2006**. The Committee will identify agenda items for next month.*

**Ms. Kleffner said she would be absent at the next meeting.**

**The Committee adjourned at 6:42.**

JUL 13 2006

HIV Health Services Planning Council  
 MEMBERSHIP COMMITTEE DRAFT AGENDA  
 Wednesday, July 19<sup>th</sup>, 2006  
 SFDPH, 25 Van Ness Avenue, Room 330B  
 4:30-6:30 pm

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|---|------------------------|------|
| 1. Introductions  | Group                  | 4:30 |
| 2. Review/Approve Agenda  | Group                  | 4:32 |
| 3. Review/Approve April 10, 2006 and June 12 <sup>th</sup> , 2006 Minutes   | Group                  | 4:34 |
| 4. Announcements  | Group                  | 4:36 |
| ○ Review and update of Committee Meeting Schedule   |                        |      |
| 5. Public Comment   | Public                 | 4:46 |
| 6. Steering Committee Update  | Co-chairs              | 4:56 |
| <i>The Co-chairs will present a monthly update of the Steering Committee activities and discussions.</i>  |                        |      |
| 7. Update on New Member Orientation and Mentor Assignments  | Council Support        | 5:08 |
| 8. Council Demographics Report  | Council Support/ Group | 5:10 |
| <i>Review and discuss both Council and EMA (Eligible Metropolitan Area)-wide demographics.</i>  |                        |      |
| 9. Membership Interviews/Discussion – VOTE  | Group                  | 5:15 |
| <i>Public Comment will be taken before the Committee enters into closed session. Council Support will report on applicant references. The Committee will vote whether to forward applicants' names to the Full Council for a membership vote.</i>   |                        |      |
| <ul style="list-style-type: none"> <li>• Naina Khanna (5:15-5:35)</li> <li>• Billie J. Cooper (5:45 – 6:05)</li> </ul>  |                        |      |
| 10. Review Membership Applications Received - VOTE  | Group                  | 6:15 |
| <ul style="list-style-type: none"> <li>• The Committee will review new Council Membership Applications received and vote whether to schedule for an interview. This includes considering prior interviewees for a second interview.</li> <li>• Direction to Council Support on scheduling interviews prior to the Prioritization and Allocation process, to resume in September 2006</li> </ul>   |                        |      |
| 11. Council Member Attendance Report/Letters to Send  | Council Support        | *:** |
| <ul style="list-style-type: none"> <li>○ Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month (April, May, June) report on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.</li> <li>○ Discussion Regarding Voting Privileges and Membership Status               <ul style="list-style-type: none"> <li>a) Leave(s) of Absence                   <ul style="list-style-type: none"> <li>i) Status of Current Member (Devin Anderson)</li> <li>ii) Requests for Leave of Absence (Raymond Banks)</li> </ul> </li> </ul> </li> </ul> |                        |      |
| 12. Discuss and Approve Council Member Committee Assignments - VOTE   | Group                  | *:** |
| <ul style="list-style-type: none"> <li>• Pending members possible assignments</li> <li>• Committee Assignment Form, continued               <ul style="list-style-type: none"> <li>○ How it is used?</li> <li>○ To whom is it turned in?</li> <li>○ Approval by the Membership Committee, i.e. Signing off on the assignment</li> </ul> </li> </ul>   |                        |      |
| 13. Discussion of Membership Recruitment Strategies   | Group                  | *:** |
| 14. Discussion of September Committee Reassignment Process  | Group                  | *:** |

## 15. Review Draft Policies & Procedures for Membership Committee - VOTE

Council Support/Group

\*.\*\*

- *Meeting Attendance Requirements*
- *Recruitment*
- *Policy Regarding Use of an Alternative*

*If time permits, the committee will review remaining draft policies and procedures for the Membership Committee.*

## 16. Leave of Absence Bylaws Change Discussion - VOTE

Group \*.\*\*

## 17. Next Meeting Date & Agenda Items

Group 6:30

*The next Membership Committee will determine the date of the August 2006 meeting due to conflict with the Full Council Meeting at the same date and time. The Committee will identify agenda items for next month.*

*Mission Statement: To recruit, screen, train and retain Council Members.*

Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.

*HIV Health Services Planning Council  
730 Polk Street San Francisco, CA 94109*

\*\*\*\*\*

*San Francisco Department of Public Health, AIDS Office, 25 Van Ness Avenue, 3rd floor, San Francisco, CA 94102*

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c/o HIV Health Services Planning Council, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.*

*Agendas are available on the Internet at <http://www.dph.sf.ca.us/Meetings/meetings.htm>*



**HIV Health Services Planning Council**  
**MEMBERSHIP COMMITTEE DRAFT AGENDA**  
**Tuesday, August 22, 2006**  
**SFDPH, 25 Van Ness Avenue, Room 330B**  
**4:30-6:30 pm**

AUG 18 2006

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- DRAFT
1. **Introductions** Group 4:30
  2. **Review/Approve Agenda** Group 4:32
  3. **Review/Approve April 10, 2006, June 12<sup>th</sup>, and July 19, 2006 Minutes** Group 4:34
  4. **Announcements** Group 4:36
    - Review and update of Committee Meeting Schedule
  5. **Public Comment** Public 4:46
  6. **Steering Committee Update** Co-chairs 4:56

*The Co-chairs will present a monthly update of the Steering Committee activities and discussions.*
  7. **Update on New Member Orientation and Mentor Assignments** Council Support 5:08
  8. **Council Demographics Report** Council Support/ Group 5:10

*Review and discuss both Council and EMA (Eligible Metropolitan Area)-wide demographics.*
  9. **Membership Interviews/Discussion – VOTE (Closed Session) Group** Group 5:15

*Public Comment will be taken before the Committee enters into closed session. Council Support will report on applicant references. The Committee will vote whether to forward applicants' names to the Full Council for a membership vote.*

    - Naina Khanna (5:15-5:35)
    - Billie J. Cooper (5:45 – 6:05)
  10. **Report on Closed Session** Group 6:15

*The Committee briefly reports the final outcome of the closed session, including votes taken.*
  11. **Membership Term Renewals - VOTE** Group 6:20

*The Committee will discuss membership renewal for Council Members Anderson, Hicks, Simmons and Spaeth for September 1, 2006 deadline; Council Members Allgaier and Kanios for October 1, 2006 deadline.*

    - **September 1, 2006:**
      - Mary Lawrence Hicks
      - George Simmons
      - Sparkie Spaeth
    - **October 1, 2006**
      - Randy Allgaier
      - Billie-Jean Kanios
  12. **Review Membership Applications Received - VOTE** Group 6:30
    - *The Committee will review new Council Membership Applications received and vote whether to schedule for an interview. This includes considering prior interviewees for a second interview.*
    - *Direction to Council Support on scheduling interviews prior to the Prioritization and Allocation process, to resume in September 2006.*
  13. **Council Member Attendance Report/Letters to Send** Council Support \*\*\*
    - *Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month (May, June, July) report on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.*

- Discussion Regarding Voting Privileges and Membership Status
  - a) Leave(s) of Absence
    - i) Status of Current Member(s)
    - ii) Requests for Leave(s) of Absence

**14. Discuss and Approve Council Member Committee Assignments - VOTE** Group \*\*: \*\*  
 • Pending members possible assignments

**15. Discussion of Membership Recruitment Strategies** Group \*\*: \*\*

**16. Discussion of September Committee Reassignment Process** Group \*\*: \*\*

**17. Review Draft Policies & Procedures for Membership Committee - VOTE** Council Support/Group \*\*: \*\*  
 • Policy Regarding Use of an Alternative

*If time permits, the committee will review remaining draft policies and procedures for the Membership Committee.*

**18. Leave of Absence Bylaws Change Discussion - VOTE** Group \*\*: \*\*

**19. Next Meeting Date & Agenda Items** Group 6:30

*The next Membership Committee will determine the agenda items of the Monday, September 11, 2006. The Committee will identify agenda items for next month.*

***Mission Statement:** To recruit, screen, train and retain Council Members.*

Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.

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 730 Polk Street San Francisco, CA 94109  
 \*\*\*\*\**

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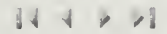
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Membership Committee Meeting

**Membership Committee Meeting**

Susan Latham [slatham@shanti.org]

To: SF HIV Health Services Planning Council

Cc:

**HIV Health Services  
Planning Council  
MEMBERSHIP COMMITTEE  
DRAFT AGENDA**

Wednesday, September  
20<sup>th</sup>, 2006

San Francisco  
Department of Public  
Health

25 Van Ness Avenue,  
Room 330B  
4:30-6:30 pm



If you have any  
questions or  
concerns, please  
contact me or  
Ray West,  
674.4751.

*Susan  
Latham*

Administrative  
Coordinator  
HIV Health Services  
Planning Council  
730 Polk Street 3rd  
Floor

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**HIV Health Services Planning Council**  
**MEMBERSHIP COMMITTEE DRAFT MINUTES**  
**Monday, October 9<sup>th</sup>, 2006**  
**Shanti, 730 Polk Street, 3<sup>rd</sup> Floor, San Francisco**  
**4:30-6:30 pm**

---

**Committee Members Present:** CM Miller, CM Kleffner (co-chair), CM Molnar (co-chair), CM Banks, CM Newell

**Committee Members Absent:** CM Banks, CM Patterson

**Other Council Members Present:** CM Pearce

**Others Present:** George Stevens

**Council Support Staff:** Jack Newby, Susan Latham, Enrique Asis, Ray West

### **1. Introductions**

The meeting was called to order at 3:40 p.m. and everyone present introduced themselves

### **2. Review/Approve Agenda**

The agenda was reviewed and approved by consensus.

### **3. Review/Approve August 22<sup>nd</sup>, 2006 and September 20<sup>th</sup>, 2006 Minutes**

The minutes were reviewed and approved by consensus.

### **4. Announcements**

There were no announcements.

### **5. Public Comment**

There was no public comment.

### **6. Council Demographics Report**

The Council Demographics Report was reviewed and populations needing better representation were identified. These areas of focus include the Latino, Native American and youth populations. Specifically, 3 Latinos, 1 Native American and 1 youth is the goal.

**Action item** – Disclosure of specific outreach populations needing stronger representation should be identified on the CARE Council website. In addition, a Medicaid letter should be drafted and brought to Steering to pursue replacement of the Medicaid representative.

Also discussed was the potential impact of the new attendance policy on the Council Demographics.

**Action item** – The policy effective date is to be determined at the next Council meeting.

### **7. Membership Interviews/Discussion – (Closed Session)**

The Committee interviewed candidate George Stevens in closed session.

### **8. Report on Closed Session**

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Mr. Stevens has not attended a full council meeting to date, and is to attend the October full council meeting. The Membership Committee will vote on his membership application after meeting this requirement if interest still exists.

#### **9. Council Member Attendance Report/Letters to Send**

Council Support to send attendance letters after the new attendance policy goes into effect.

#### **10. Discuss and Approve Council Member Committee Assignments**

Committee assignments for the upcoming year were reviewed and discussed.

#### **11. Discussion of Membership Recruitment and Retention Strategies**

This item was not discussed.

#### **12. Review Draft Policies & Procedures for Membership Committee**

- *Leave of Absence*

See policy for change.

KP/DK motion approve loa bylaw and policy changes.

- *Recruitment*

This item was not discussed.

#### **13. Leave of Absence Bylaws Change Discussion**

CM Kleffner presented a proposed Leave of Absence Bylaws change and this was approved by consensus for forwarding to the Steering Committee.

The proposed Bylaw change to be presented is as follows:

Section 1. A leave of absence is requested by written notice to the Council support staff or Membership Committee. A leave of absence may not exceed two (2) months. Persons not returning within thirty (30) days after the end of the two (2) month period will be presumed to have resigned. The number of members required to establish a quorum shall be adjusted to exclude members on authorized leaves of absence. A maximum of two (2) Leaves of Absence may be granted within one year per Council Member.

#### **14. Next Meeting Date & Agenda Items**

The following is to be discussed at the next meeting:

- Retention strategy
- Exit interviews
- Current reimbursement policy and HRSA limitations.
- Draft policies to be voted on at the next meeting.

The meeting was adjourned at 6:30 p.m.

**HIV Health Services Planning Council**  
**MEMBERSHIP COMMITTEE DRAFT AGENDA**  
**Monday, November 13<sup>th</sup>, 2006**  
**Department of Public Health, 3<sup>rd</sup> Floor, Room 330B**  
**4:30-6:30 pm**

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|--|-----------------------------|
| <b>1. Introductions</b>  | Group 4:30                  |
| <b>2. Review/Approve Agenda</b>  | Group 4:32                  |
| <b>3. Review/Approve October 9<sup>th</sup>, 2006 Minutes</b>  | Group 4:35                  |
| <b>4. Announcements</b>  | Group 4:40                  |
| <b>5. Public Comment</b>   | Public 4:45                 |
| <b>6. Steering Committee Update</b>  | Co-chairs 4:50              |
| <i>The Co-Chairs will update the committee on the Steering Committee meeting.</i>  |                             |
| <b>7. Co-Chair Election – VOTE</b>   | Group 4:55                  |
| <b>8. Update on New Member Orientation and Mentor Assignments</b>  | Council Support 5:00        |
| <b>9. Council Demographics Report</b>  | Council Support/ Group 5:05 |
| <i>Review and discuss both Council and EMA (Eligible Metropolitan Area)-wide demographics.</i>   |                             |
| <b>10. Membership Interviews/Discussion – VOTE (Closed Session) Group</b>  | Group 5:10                  |
| <i>Public Comment will be taken before the Committee enters into closed session. Council Support will report on applicant references. The Committee will vote whether to forward applicants' names to the Full Council for a membership vote.</i>  |                             |
| <ul style="list-style-type: none"> <li>• Maritza Penagos</li> <li>• Veronica Pillatzke</li> </ul>  |                             |
| <b>11. Report on Closed Session</b>  | Group 6:00                  |
| <i>The Committee briefly reports the final outcome of the closed session, including votes taken.</i>   |                             |
| <b>12. Council Member Attendance Report/Letters to Send</b>  | Council Support 6:05        |
| <ul style="list-style-type: none"> <li>○ Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month (August, September and October) report on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.</li> <li>○ Discussion Regarding Voting Privileges and Membership Status               <ul style="list-style-type: none"> <li>a) Leave(s) of Absence                   <ul style="list-style-type: none"> <li>i) Status of Current Member(s)</li> <li>ii) Requests for Leave(s) of Absence                       <ul style="list-style-type: none"> <li>• Raymond Banks</li> </ul> </li> </ul> </li> </ul> </li> </ul> |                             |
| <b>13. Discussion of Membership Recruitment Strategies and Exit Interviews</b>   | Group 6:15                  |
| <b>14. Next Meeting Date &amp; Agenda Items</b>  | Group 6:27                  |
| <i>The next Membership Committee will identify agenda items for next month. The committee will meet on Monday, December 4<sup>th</sup>, 2006, DPH, 25 Van Ness Avenue, Room 330B.</i>  |                             |
| <b>PLEASE NOTE CHANGE OF DATE DUE TO THE HOILIDAY SEASON.</b>  |                             |
| <b>15. Adjournment</b>   | Group 6:30                  |
| <i>Mission Statement: To recruit, screen, train and retain Council Members</i>   |                             |



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**HIV Health Services Planning Council**  
**MEMBERSHIP COMMITTEE DRAFT MINUTES**  
**Monday, November 13<sup>th</sup>, 2006**  
**Department of Public Health, 3<sup>rd</sup> Floor, Room 330B**  
**4:30-6:30 pm**

---

**Committee Members Present:** CM Molnar, CM Herman, CM Hicks

**Committee Members Absent:** CM Banks (LOA until 2/07), CM Patterson

**Other Council Members Present:** CM Pearce, CM Siron

**Others Present:** Maritza Penagos, Veronica Pillatzke

**Council Support Staff:** Jack Newby, Enrique Asis, Ray West

**1. Introductions**

The meeting was called to order at 4:40 p.m. by CM Molnar

**2. Review/Approve Agenda**

The Agenda was reviewed and approved by consensus.

**3. Review/Approve October 9<sup>th</sup>, 2006 Minutes**

The minutes were approved by consensus.

**4. Announcements**

Mr. Newby announced that Veronica Pillatzke is on jury duty and will be late to this meeting.

**5. Public Comment**

There was no public comment.

**6. Steering Committee Update**

Mr. Newby gave an update of the latest Steering Committee. All discussion was about moving forward with recommendations regarding presentations. This item is on planning committee agenda including joint meeting between policy and evaluation and planning.

**7. Co-Chair Election**

CM Herman/Pearce nominated CM Molnar and CM Hicks.

The nominees were elected by acclamation.

**8. Update on New Member Orientation and Mentor Assignments**

Mr. Asis discussed the inability to schedule completion of orientation training for CM Cooper. There was discussion regarding the probation policy and implementation regarding orientation issues.

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## 9. Council Demographics Report

The committee reviewed and discussed the CARE Council demographics. The EMA information was not presented. However, in consideration of the last monthly report, the following areas of focus remain to include:

Latino, Native American, African American and Youth populations.  
Specifically, 3 Latinos, 1 Native American and 1 youth is the goal.

**Council Support Action Item** – carry forward demographic needs within each set of minutes.

**Council Support Action Item** : Add African American needs to match demographics.

## 10. Membership Interviews/Discussion – (Closed Session)

### **Public Comment**

There was no public comment.

**The Committee entered into closed session.**

- Maritza Penagos
- George Stevens
- Veronica Pillatzke
- (previously interviewed)

## 11. Report on Closed Session

The following applicants will be forwarded with recommendation for approval to CARE Council membership:

- Maritza Penagos
- George Stevens
- Veronica Pillatzke

## 12. Council Member Attendance Report/Letters to Send :

- *The Committee reviewed a three-month (August, September and October) report on Council Member attendance*

*Council Support staff sent letters to the following Council Members:*

CM Antonetty	CM Benham
CM Banks	CM Durio
CM Barnes	CM Patterson

All acknowledged receipt except CM Banks.

- **Discussion Regarding Voting Privileges and Membership Status**

*a) Leave(s) of Absence*

### **i) Status of Current Member(s)**

The status of members and the issue of cancelled meetings and attendance records were discussed based on the attendance report. Particular focus was on the cancellation of two Community Outreach and



Advocacy meetings due to lack of quorum. It was the consensus of the committee that a written policy should be drafted to address the cancellation of meetings due to quorum issues and the credit of attendance to members.

**ACTION ITEM:** Policy regarding standardizing committee meeting cancellation and attendance reporting issues.

It was also consensus that lack of communication by Council Members does not circumvent the attendance policy and is reason for probationary status.

## ***ii) Requests for Leave(s) of Absence***

- *Raymond Banks*

❖ The request of Leave of Absence was reviewed and approved.

**Vote**

**Abstentions CM Hicks/Molnar**

## **13. Discussion of Membership Recruitment Strategies and Exit Interviews**

This item made available for review by Mr. Asis. This item will be discussed further at the next meeting.

## **14. Next Meeting Date & Agenda Items**

*The next Membership Committee will identify agenda items for next month. The committee will meet on **Monday, December 4<sup>th</sup>, 2006, DPH, 25 Van Ness Avenue, Room 330B.***

**PLEASE NOTE CHANGE OF DATE DUE TO THE HOLIDAY SEASON.**

***Next meeting agenda items***

**ACTION ITEM - Policy regarding standardizing committee absence issues.**

## **15. Adjournment**

The meeting was adjourned at 6:40 p.m.

### **ACTION ITEMS**

**COUNCIL SUPPORT ACTION ITEM** – carry forward demographic needs

**COUNCIL SUPPORT ACTION ITEM** - 2 letters of probation to be sent

CM Durio

CM Patterson

Note: The attendance policy is to be retroactive.

**Council Support Action Item** - Add African American needs to match demographics.



**HIV Health Services Planning Council**  
**MEMBERSHIP COMMITTEE DRAFT AGENDA**  
**Monday, December 4<sup>th</sup>, 2006**  
**Department of Public Health, 3<sup>rd</sup> Floor, Room 330B**  
**4:30-6:30 pm**

1. **Introductions** Group 4:30
2. **Review/Approve Agenda** Group 4:32
3. **Review/Approve November 13<sup>th</sup>, 2006 Minutes** Group 4:34
4. **Announcements** Group 4:36
5. **Public Comment** Public 4:46
6. **Steering Committee Update** Co-chairs 4:56  
*The Co-Chairs will update the committee on the Steering Committee meeting.*
7. **Update on New Member Orientation and Mentor Assignments** Council Support 5:05
8. **Council Demographics Report** Council Support/ Group 5:10  
*Review and discuss both Council and EMA (Eligible Metropolitan Area)-wide demographics.*
10. **Council Member Attendance Report/Letters to Send** Council Support 5:25
  - Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month (September, October and November) report on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.
  - Review of Letters of Probation that have been sent:
    - a) CM Durio
    - b) CM Patterson
  - Possible Letters of Probation to be sent:
    - a) CM Barnes
    - b) CM Cooper
    - c) CM Miller
  - Leave(s) of Absence
    - i) Status of Current Member(s)
    - ii) Requests for Leave(s) of Absence
11. **Review All Applications(s) Received and Determine Whom to Invite for January Committee Interview** Group 5:55
12. **Discussion of Membership Recruitment Strategies and Exit Interviews** Group 6:05
13. **Review Draft Policies & Procedures for Membership Committee - VOTE** Council Support/Group 6:20
  - **Recruitment**  
*If time permits, the committee will review remaining draft policies and procedures for the Membership Committee.*
14. **Next Meeting Date & Agenda Items** Group 6:25  
*The next Membership Committee will identify agenda items for next month. The committee will meet on Monday, January 8<sup>th</sup>, 2006, SFDPH, 25 Van Ness Avenue, Room 330B San Francisco*
15. **Adjournment** Group 6:30

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*HIV Health Services Planning Council  
730 Polk Street San Francisco, CA 94109*

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*HIV Health Services Planning Council Office, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.*

**HIV Health Services Planning Council**  
**MEMBERSHIP COMMITTEE DRAFT MINUTES**  
**Monday, December 4<sup>th</sup>, 2006**  
**Department of Public Health, 3<sup>rd</sup> Floor, Room 330B**  
**4:30-6:30 pm**

---

**Committee Members Present:** CM Herman, CM Molnar, CM Hicks

**Committee Members Absent:** CM Banks (LOA)

**Other Council Members Present:** CM Siron

**Others Present:** Marsha Herring (SFDPH)

**Council Support Staff:** Jack Newby, Enrique Asis, Ray West

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## **1. Introductions**

The meeting was called to order at 4:40 by CM Molnar and everyone present introduced themselves.

## **2. Review/Approve Agenda**

The agenda was reviewed and approved by consensus.

## **3. Review/Approve November 13<sup>th</sup>, 2006 Minutes**

The minutes were reviewed and approved by consensus.

## **4. Announcements**

Mr. Asis announced that the tentative date for the initial PWA Caucus gathering is Wednesday, January 10 after the COA meeting at 7:00 p.m. CM Herman and CM Allgaier will be the conveners and evites will be sent out.

## **5. Public Comment**

There was no public comment.

## **6. Steering Committee Update**

Mr. Newby reviewed that the calendar for the Priority and Allocation FY 2007 was review and approved.

## **7. Update on New Member Orientation and Mentor Assignments**

Mr. Asis discussed the Billie J. Cooper pre-orientation meeting cancellation issue.

## **8. Council Demographics Report**

The committee reviewed and discussed both Council and EMA (Eligible Metropolitan Area)-wide demographics.

We need at least one more consumer to be back in alignment with HRSA requirements.

In addition, in consideration of the last monthly report, the following areas of focus remain to include:

- Latino, Native American, African American and Youth populations: Specifically, 3 Latinos, 1 Native American and 1 youth is the goal.

There was further discussion of HRSA representation guidelines.

## **9. Council Member Attendance Report/Letters to Send**

- *Review of Letters of Probation that have been sent:*
  - a) *CM Durio*  
Reason for the written letter of probation is communication with staff
  - b) *CM Patterson*  
CM Patterson remains on probation.
- *Possible Letters of Probation to be sent:*
  - a) *CM Barnes*
  - b) *CM Cooper*
  - c) *CM Miller*

### **Action Item:**

CM Barnes is to receive probation letter.

CM Cooper is to receive a probationary letter if no communication to warning letter by December 15, 2006.

CM Miller is to receive a probationary letter, if no communication to warning letter by December 15, 2006.

CM Patterson remains on probation.

### **Council Support Action Items:**

Appeal process to be included in the probationary letter.

CM Durio is no longer on probation, letter to be sent.

Correspondence to CM Banks should be forwarded to his Case Manager.

- *Leave(s) of Absence*
  - a) *Status of Current Member(s)*  
CM Banks is the only member on Leave of Absence at this time.
  - b) *Requests for Leave(s) of Absence*  
There were no requests for Leave of Absence.

## **10. Review All Applications(s) Received and Determine Whom to Invite for January Committee Interview**

There were no applications for review.



## **11. Discussion of Membership Recruitment Strategies and Exit Interviews**

Mr. Asis reviewed the recommendations of the Membership and Evaluation team for retention and recruitment.

The basic outline for recruitment included:

- ✚ Outreach
- ✚ CARE Council Website
- ✚ Application Process

Retention strategies included the implementation of the PWA Caucus.

There was discussion regarding the active participation of Council Support Staff in recruitment roles.

**Council Support Action Item: Accounting of how much is left in the budget for recruitment and how much we will be getting and is allocated. This is to be communicated for the next meeting.**

**Motion to support Council Support representing the Council in recruitment - CM Pierce/Molnar**

**Action Item : next agenda - review training and coordinator position role in recruitment.**

There was discussion regarding the use of advertising as a recruitment tool.

## **12. Review Draft Policies & Procedures for Membership Committee - VOTE**

This item was not discussed.

## **13. Next Meeting Date & Agenda Items**

*The next Membership Committee will identify agenda items for next month.*

*The committee will meet on **Monday, January 8th, 2006, SFDPH, 25 Van Ness Avenue, Room 330B San Francisco, CA.***

## **14. Adjournment**

The meeting was adjourned at 6:35 p.m.

### **Council Support Action Items:**

- 1. CM Barnes is to receive letter of probation.**
- 2. CM Cooper is to receive a probation letter if no communication to warning letter by December 15, 2007.**
- 3. CM Miller is to receive a warning letter, and if no communication by December 15, 2006 will receive probationary letter.**

- 4. CM Durio to receive letter that he is off probation**
- 5. Correspondence to CM Banks should be forwarded to his Case Manager.**
- 6. CM Patterson remains on probation.**
- 7. Appeal process to be included in the probationary letter.**
- 8. Send to Yahoo! Group the new attendance policy.**
- 9. Accounting of how much is left in the budget for recruitment and how much we will be getting and is currently allocated. This is to be communicated by**
- 10. Next agenda - review training and coordinator position role and responsibilities in recruitment.**
- 11. Mr. Asis to provide CARE Council brochures to CM Herman.**

**HIV Health Services Planning Council**  
**MEMBERSHIP COMMITTEE DRAFT AGENDA**  
**Monday, January 8<sup>th</sup>, 2006**  
**Department of Public Health, 3<sup>rd</sup> Floor, Room 330B**  
**4:30-6:30 pm**

- |   |                |
|---|----------------|
| 1. Introductions                                  | Group 4:30     |
| 2. Review/Approve Agenda                          | Group 4:32     |
| 3. Review/Approve <i>December 4, 2006 Minutes</i> | Group 4:34     |
| 4. Announcements                                  | Group 4:36     |
| 5. Public Comment                                 | Public 4:46    |
| 6. Steering Committee Update                      | Co-chairs 4:56 |

*The Co-Chairs will update the committee on the Steering Committee meeting.*

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| 7. Update on New Member Orientation and Mentor Assignments | Council Support 5:05 |
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| 8. Council Demographics Report | Council Support/ Group 5:10 |
|--------------------------------|-----------------------------|

*Review and discuss both Council and EMA (Eligible Metropolitan Area)-wide demographics.*

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| 9. Council Member Attendance Report/Letters to Send | Council Support 5:25 |
|---|----------------------|

- Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month (October, November and December) report on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.

- Review of Letters of Probation that have been sent:

- a) CM Barnes
- b) CM Cooper
- c) CM Miller

- Possible Letters of Probation to be sent:

- a) CM Brown

- Leave(s) of Absence

- i) Status of Current Member(s)

*(1) CM Banks: assumed to have resigned if no meetings are attended in February*

- ii) Requests for Leave(s) of Absence

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|---|------------|
| 10. Review All Applications(s) Received and Determine Whom to Invite for February Committee Interview | Group 5:50 |
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|---|------------|
| 11. Discussion of Membership Recruitment Strategies and Exit Interviews | Group 6:00 |
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| 12. Review Draft Policies & Procedures for Membership Committee - VOTE |  |
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Council Support/Group 6:15

- Recruitment
- Review training and coordinator position role in recruitment

*If time permits, the committee will review remaining draft policies and procedures for the Membership Committee.*

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| 13. Next Meeting Date & Agenda Items | Group 6:25 |
|--------------------------------------|------------|

*The next Membership Committee will identify agenda items for next month. The committee will meet on Monday, February 12th, 2006, SFDPH, 25 Van Ness Avenue, Room 330B, San Francisco*

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|-----------------|------------|
| 14. Adjournment | Group 6:30 |
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*Mission Statement: To recruit, screen, train and retain Council Members.*

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**HIV Health Services Planning Council  
Membership Committee Draft Minutes**

**Monday, January 8<sup>th</sup>, 2006** 2007  
**Department of Public Health, 3<sup>rd</sup> Floor, Room 330B**  
**4:30-6:30 pm**

**Committee Members Present:** Herman, Molnar (co-chair), Hicks (co-chair), Stevens, Banks

**Committee Members Absent:** Patterson

**Other Council Members Present:** Siron, Kleffner

**Others Present:** None

**Council Support Staff:** Susan Latham, Enrique Asis, Ray West

**1. Introductions**

The meeting was called to order at 4:37 p.m. by CM Hicks, Co-Chair, and everyone introduced themselves.

**2. Review/Approve Agenda**

The agenda was reviewed and approved.

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**3. Review/Approve *December 4, 2006 Minutes***

The minutes were reviewed and approved as presented.

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**4. Announcements**

Mr. Asis reminded the committee that the PWA Caucus will be meeting at 7:15 p.m., Wednesday, January 10<sup>th</sup> at 1420 Market Street.

The committee was reminded of the passing of CM Darnell Durio.

CM Siron announced that the Funding Streams Committee will meet on January 23<sup>rd</sup> at 3 p.m.

**5. Public Comment**

There was no public comment.

**6. Steering Committee Update**

Steering Committee retreat will be held on January 26<sup>th</sup>, 2007.

**7. Update on New Member Orientation and Mentor Assignments**

Mr. Asis announced that the new Council Members have completed their pre-qualification orientations, committee selections have been made and committees chosen.

Council Member	Mentor	Committee Chosen
Cooper	CM Molnar	COA
Pillatzke	CM Hicks	Policy & Evaluation
Stevens	CM Pearce	Membership
Penagos	CM Molnar	COA

**8. Council Demographics Report**

The committee reviewed and discussed both Council and EMA (Eligible Metropolitan Area)-wide demographics. Non-aligned consumers is a recognized need in addition to Youth (1), Latino/a (2 or 3), Native American (1).

## **HIV Health Services Planning Council Membership Committee Draft Minutes**

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**Action Item – At the next Full Council meeting a reminder is to be given that more CM are needed and identify specific demographic needs.**

### **9. Council Member Attendance Report/Letters to Send**

Council Support provided an update to the Committee on Attendance Letters sent, and status of Council Members. The Committee reviewed a three-month (October, November and December) report on Council Member attendance.

- Review of Letters of Probation that have been sent:
  - a) CM Barnes
  - b) CM Cooper
  - c) CM Miller
    - **UPDATE-**  
CM Barnes is no longer on probation.  
CM Miller is not on probation due to excused absence.
- Possible Letters of Probation to be sent:
  - a) CM Brown
    - Council Support Action Item – Council Support staff is directed to send probation letter to CM Brown.**
- Leave(s) of Absence
  - i) Status of Current Member(s)
    - (1) CM Banks: assumed to have resigned if no meetings are attended in February.
      - **UPDATE:**  
CM Banks is in attendance at this meeting and no committee action is needed.
  - ii) Requests for Leave(s) of Absence
    - There were no requests for Leave of Absence.

**CM Patterson remains on probation at this time and if does not attend meetings as established by policy and procedure a resignation will be assumed.**

### **10. Review All Applications(s) Received and Determine Whom to Invite for February Committee Interview**

The committee reviewed the application of Cynthia A. Hoffman, Executive Director of Leland House. San Francisco CARE Council and EMA demographics were considered in reviewing this application.

Ms. Hoffman will not be invited to interview at the February Membership Committee meeting due to demographic balance of the Council at this time.

### **11. Discussion of Membership Recruitment Strategies and Exit Interviews**

#### **Exit Interviews**

The committee discussed the purpose and need for exit interviews. It was agreed that exiting Council Members need to feel comfortable in discussing exit reason(s) and when possible the interview should be conducted by a member of the Membership Committee.

Potential questions include:

- 1) Did the person feel the mentor was available? This question would be relegated to newer Council Members?
- 2) Why is the Council Member leaving the Council? Are there reasons other than health?



**HIV Health Services Planning Council  
Membership Committee Draft Minutes**

- 3) What was the most frustrating aspect of serving on the Council? Challenges? Rewards?
- 4) What suggestions can be made to improve the Council?
- 5) What Council processes could be clearer to aid in understanding?
- 6) Is there anything else you would like us to know?

**Recruitment strategies**

Current demographics indicate representation needs of Youth (1), Latino/a (2 or 3), Native American (1).

<b>Demographic Need</b>	<b>Strategy/ Organization</b>	<b>Contact Responsibility</b>
Youth (1)	Larkin Street Youth	CM Siron
	Council on Youth	CM Siron
	Bay Positives	CM Siron
Latino/a (2 or 3)	Clinica Esperanza	Mr. Asis
	Instituto	Mr. Asis
	Aguilas	Mr. Asis
	Ward 86	CM Hicks
	El Grupo	CM Molnar
Native American (1)		CM Penagos
African American	BBE	Mr. Molnar
	BCA	CM Barnes – CM Siron will discuss with CM Barnes

**Council Support Action Item** - It is suggested that Mr. Asis attend a Latino/a Client Advisory Panel for recruitment along with a Membership Committee member.

**12. Review Draft Policies & Procedures for Membership Committee**

- *Recruitment*

This item was tabled until the next meeting.

**Council Support Action Item** - Interview questions will be included with the recruitment policy next month.

- *Review training and coordinator position role in recruitment*

This item was discussed in item 11.

**HIV Health Services Planning Council  
Membership Committee Draft Minutes**

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**13. Next Meeting Date & Agenda Items**

The committee will meet on **Monday, February 12th, 2006, SFDPH, 25 Van Ness Avenue, Room 330B, San Francisco**

**In addition to the standing committee agenda items, the following will be included on the next committee agenda:**

- Recruitment draft policies and procedures – this item will be higher on the agenda.
  - Include interview questions
- Recruitment exit interview questions
- Recruitment grid from CM Stevens

**14. Adjournment**

The meeting was adjourned at 6:35 p.m.

***ACTION ITEMS –***

- 1) At the next Full Council meeting a reminder that council membership is low and identify specific demographic needs
- 2) Council Support was directed to send CM Brown a probation letter
- 3) CM Stevens to complete grid for Council demographics

***COUNCIL SUPPORT ACTION ITEMS –***

- 1) Interview questions will be included with the recruitment policy next month.
- 2) It is suggested that Mr. Asis attend a Latino/a Client Advisory Panel for recruitment along with a Membership Committee member.
- 3) Council Support staff is directed to send probation letter to CM Brown.

**HIV Health Services Planning Council**  
**MEMBERSHIP COMMITTEE DRAFT AGENDA**  
**Monday, February 12, 2007**  
**Department of Public Health, 3<sup>rd</sup> Floor, Room 330B**  
**4:30-6:30 pm**

- |  |                |
|--|----------------|
| 1. Introductions                                 | Group 4:30     |
| 2. Review/Approve Agenda                         | Group 4:32     |
| 3. Review/Approve <i>January 8, 2007</i> Minutes | Group 4:34     |
| 4. Announcements                                 | Group 4:36     |
| 5. Public Comment                                | Public 4:46    |
| 6. Steering Committee Update                     | Co-chairs 4:56 |
- The Co-Chairs will update the committee on the Steering Committee meeting.

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| 7. Review and Discussion of the January 26 <sup>th</sup> Steering Committee Annual Retreat |      |
| Council Support/Group  | 5:05 |

- Review draft retreat minutes
- Review Work Plan

- |   |      |
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| 8. Review Draft Policies & Procedures for Membership Committee - VOTE |      |
| Council Support/Group   | 5:10 |
- *Recruitment*
  - *Review training and coordinator position role in recruitment*

- |   |      |
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| 9. Update on New Member Orientation, Mentor and Recruitment Assignments |      |
| Council Support   | 5:15 |

- |                                 |      |
|---------------------------------|------|
| 10. Council Demographics Report |      |
| Council Support/ Group          | 5:25 |
- Review and discuss both Council and EMA (Eligible Metropolitan Area)-wide demographics.*

- |   |      |
|---|------|
| 11. Council Member Attendance Report/Letters to Send/Renewals |      |
| Council Support   | 5:35 |
- Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month (November, December and January) report on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.*

- *Review of Letters of Probation that have been sent*
  - a) *CM Brown*

- *Review Possible Letters of Probation to be sent*
- *Leave(s) of Absence*

- i) *Status of Current Member(s)*
    - (1) *Raymond Banks*
  - ii) *Requests for Leave(s) of Absence*

- *Review March 2007 Renewals*
  - *Council Members Kleffner and Molnar (February 8<sup>th</sup> Council Meeting Approval)*
- *Resignation and Thank You for Service to the Council*
  - *Walter Miller*
- *Dismissal Letters to be Sent Due to Attendance Requirements*
  - *Kandi Patterson*

- |   |      |
|---|------|
| 12. Review All Applications(s) Received and Determine Whom to Invite for March 12 <sup>th</sup> Committee Interview |      |
| Group   | 5:45 |

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### 13. Discussion of Membership Recruitment Strategies and Exit Interviews

Group 6:00

### 14. Next Meeting Date & Agenda Items

Group 6:15

*The next Membership Committee will identify agenda items for next month. The committee will meet on Monday, March 12, 2006, location to be determined*

### 15. Adjournment

Group 6:30

#### **ACTION ITEMS FROM THE JAN MEETING**

- 1) At the next Full Council meeting a reminder that council membership is low and identify specific demographic needs
- 2) Council Support was directed to send CM Brown a probation letter (done)
- 3) CM Stevens to complete grid for Council demographics

#### **COUNCIL SUPPORT ACTION ITEMS FROM JAN MEETING**

- 1) Interview questions will be included with the recruitment policy next month. (done)
- 2) It is suggested that Mr. Asis attend a Latino/a Client Advisory Panel for recruitment along with a Membership Committee member.
- 3) Council Support staff is directed to send probation letter to CM Brown. (done)

***Mission Statement:** To recruit, screen, train and retain Council Members.*

---

Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.

*HIV Health Services Planning Council  
730 Polk Street San Francisco, CA 94109  
\*\*\*\*\**

*San Francisco Department of Public Health, HIV Health Services  
25 Van Ness Avenue, 3rd floor, San Francisco, CA 94102*

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*The Planning Council has several standing Committees where Council business and creation of motions for full-Council action occur, and members of the public are urged to attend. Council procedures do not permit: 1) persons in the audience at Council meeting to vocally express support or opposition to statements by Council members or by other persons testifying, outside of public comment; 2) ringing and use of cell phones, pagers, and similar sound-producing electronic devices; 3) signs to be brought into the meeting or displayed in the room; 4) standing in the meeting room. Citizens are*

*encouraged to testify at Committee meetings and to write letters to the co-chairs of a Committee or to Council members,  
c/o HIV Health Services Planning Council, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.*

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*THE AGENDA PACKET IS AVAILABLE FOR REVIEW AT*

*HIV Health Services Planning Council Office, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.*





**HIV Health Services Planning Council  
MEMBERSHIP COMMITTEE DRAFT MINUTES  
Monday, February 12, 2007  
Department of Public Health  
25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B  
4:30-6:30 pm**

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**Committee Members Present:** Herman, Hicks (Co-Chair), Molnar (Co-Chair), Stevens  
**Committee Members Absent:** Banks, Patterson  
**Other Council Members Present:** Kleffner, Pearce  
**Others Present:** Marshia Herring, San Francisco HIV Health Services  
**Council Support Staff:** Jack Newby, Susan Latham, Enrique Asis, Ray West

**1. Introductions**

The meeting was called to order at 4:30 p.m.

**2. Review/Approve Agenda**

The agenda was reviewed and approved by consensus.

**3. Review/Approve January 8, 2007 Minutes**

The Minutes were reviewed and approved by consensus.

**4. Announcements**

Planning Council Support Administrative Coordinator, Susan Latham has resigned from the Planning Council Support staff effective February 28<sup>th</sup>, 2007.

**5. Public Comment**

There was no public comment.

**6. Steering Committee Update**

The Committee considered the draft retreat minutes for review as an update. The next Steering Committee meeting is scheduled for Tuesday, February 20<sup>th</sup>, 2007.

**7. Review and Discussion of the January 26<sup>th</sup> Steering Committee Annual Retreat**

- Review draft retreat minutes

The draft retreat minutes were reviewed and Membership Committee Work Plan Items for Agenda 7 were noted. (Attachment A)

- Review Work Plan

The Committee Work Plan Objectives noted were:

- 3.1 – Continue Membership Recruitment to ensure highest possible representation of Persons Living with HIV/AIDS and comply with HRSA membership requirements
- 5.1 – Expand outreach into communities of color to maintain council membership goals and develop training and policies that lead to successful recruitment and retention of communities of color representation

- 6.1 – Ensure appropriate representation of transgendered individuals on the council
- 6.3 – Make sure a Title IV representative is on the Planning Council
- 10.2 – Ensure that Planning Council Membership complies with HRSA requirements and remains reflective of the epidemic

Other Objectives noted include:

- Recruitment and Retention of Council Members
- Meeting and maintaining goals for HIV+ representation
- Recruitment of Latino/a members
- Recruitment of African American members

## 8. Review Draft Policies & Procedures for Membership Committee

- *Recruitment*

The Draft Recruitment Policy was reviewed and the following changes were recommended:

- 1) The Membership Committee will meet monthly to evaluate representation of the membership of the Planning Council, and will ensure that the Council membership meets the requirements of the CARE Act, locally determined criteria concerning representation outlined in the Council's bylaws, ~~as revised on November 23, 1998,~~ and all relevant HRSA guidance concerning membership and the appointment of new members.
- 2) If federally mandated or locally required membership categories are not currently filled, or if the composition of the current membership does not reflect the demographics of the epidemic in the San Francisco EMA, the Committee will identify the areas of needed representation, report to the full council and ~~will prepare to recommend individuals for appointment to correct this lack of representation in order to address categories of under-representation.~~
- 5) Advertisements requesting nominations for specific categories of membership, or areas of representation will be placed in newspapers of record in the EMA, ~~including papers serving the lesbian/gay/bi/transgender community, and other~~ including papers serving the particular communities from whom individuals are being recruited. Such advertisements shall include a description of the Council's attendance and conflict of interest standards, term of office and HIV disclosure guidelines.

**ACTION** - Forward to Steering Committee as amended

**Vote**

Unanimous - approved

- *Review training and coordinator position role in recruitment*

Mr. Newby discussed the role of Council Support Staff in recruitment but it is not a primary role but may assist in recruitment.

## 9. Update on New Member Orientation, Mentor and Recruitment Assignments

This item was not discussed.

## 10. Council Demographics Report

The Committee reviewed and discussed both Council and EMA (Eligible Metropolitan Area)-wide demographics.

The San Francisco EMA CARE Council is currently under represented in the following populations:

- o Latino/a
- o African American
- o Youth
- o Native American/Indian
- o Persons with HIV/AIDS.

The Committee discussed whether there are issues that serve as potential barriers to membership application. Also discussed was the application process for other counties.

### **ACTION**

The Committee will seek for review application guidelines and actual applications of other counties in the San Francisco Emergency Metropolitan Area (EMA). The contact persons identified at this time are:

- o Ellen Sweeney
- o Chris Santini

## 11. Council Member Attendance Report/Letters to Send/Renewals

Council Support updated the Committee on Attendance Letters sent, and status of Council Members. Committee reviewed a three-month (November, December and January) report on Council Member attendance. Committee will decided no letters were to be sent to Council Members regarding meeting attendance requirements.

- o *Review of Letters of Probation that have been sent*
  - a) *CM Brown*

It is noted that CM Brown has submitted a request for Leave of Absence (LOA) for 3 month LOA due to illness.

### **ACTION – LOA approved for two month period.**

- o *Review Possible Letters of Probation to be sent*

There were no Letters of Probation to be sent.

- o *Leave(s) of Absence*
  - i) *Status of Current Member(s)*
    - (1) *Raymond Banks*

Mr. Banks was present and announced that he will be unlikely to renew his Council Membership due to personal reasons.

- ii) *Requests for Leave(s) of Absence*

### **ACTION – LOA CM Brown Feb-April 2007**

**VOTE**



Unanimous – Unanimous

- *Review March 2007 Renewals*

- *Members Kleffner and Molnar (February 8<sup>th</sup> Council Meeting Approval)*

These members were presented for renewal at the Joint Council meeting on February 8, 2007.

- *Resignation and Thank You for Service to the Council*

- *Walter Miller*

CM letter of resignation was presented to the Committee and an Acknowledgement of Service letter was presented for signature to the Committee Co-Chairs.

- *Dismissal Letters to be Sent Due to Attendance Requirements*

- *Kandi Patterson*

Ms. Patterson is considered to have resigned due to lack of attendance and communication regarding attendance correspondence.

## **12. Review All Applications(s) Received and Determine Whom to Invite for March 12<sup>th</sup> Committee Interview**

The Committee reviewed the application of Ms. Chris Harris, San Francisco Development Agency.

- **ACTION**

### **VOTE**

Unanimous

The Committee will invite Ms. Harris for interview.

## **13. Discussion of Membership Recruitment Strategies and Exit Interviews**

CM Molnar will send out email letter requesting input for exit interview questions.

## **14. Next Meeting Date & Agenda Items**

*The next Membership Committee will identify agenda items for next month. The committee will meet on **Monday, March 12, 2006, location to be determined***

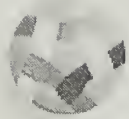
## **15. Adjournment**

The meeting adjourned at 6:10 p.m.

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### **ACTION ITEMS**

- CM Molnar to send out letter with suggestions Council Members to identify questions for exit interview – get information.
- Review demographic grid update with dates provided by CM Stevens.
- Ms. Latham to check for demographic information regarding non-aligned consumer (specifically identified was CM Pillatzke).
- Ms. Latham to provide a Youth commission mini-report for review of potential contacts for recruitment.
- Processes for Council Applications and actual applications from other counties within the San Francisco EMA to be obtained for review by Committee.
- Process of clarification of application is to be done at orientation.
- CM Brown Leave of Absence for two months through April 2007.
- CM Patterson termination of membership.



**HIV Health Services Planning Council**  
**MEMBERSHIP COMMITTEE DRAFT AGENDA**  
**Monday, March 12, 2007**  
**Department of Public Health**  
**25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B**  
**4:30-6:30 pm**

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1. **Introductions** Group 4:30
2. **Review/Approve Agenda** Group 4:32
3. **Review/Approve January 8, 2007 Minutes** Group 4:34
4. **Announcements** Group 4:36
5. **Public Comment** Public 4:46
6. **Steering Committee Update** Co-chairs 4:56  
The Co-Chairs will update the committee on the Steering Committee meeting.
7. **Membership Interviews/Discussion – VOTE (Closed Session) Group** Group 5:00  
*Public Comment will be taken before the Committee enters into closed session. Council Support will report on applicant references. The Committee will vote whether to forward applicants' names to the Full Council for a membership vote.*
  - Chris Harris
  - Jerald Prentice
  - Olgen Cruz
8. **Report on Closed Session** Group 5:45  
*The Committee briefly reports the final outcome of the closed session, including votes taken.*
9. **Council Demographics Report** Council Support/ Group 5:50  
*Review and discuss both Council and EMA (Eligible Metropolitan Area)-wide demographics.*
10. **Review Application(s) Received and Determine Who to Invite for April Committee Interview** Group 6:00
11. **Update on New Member Orientation, Mentor and Recruitment Assignments** Council Support 6:05
12. **Council Member Attendance Report/Letters to Send/Renewals** Council Support 6:10  
*Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month (December, January, February) report on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.*
  - Review of Letters of Probation that have been sent
    - a) None
  - Review Possible Letters of Probation to be sent
    - a) None
  - Leave(s) of Absence
    - i) Status of Current Member(s)

- (1) Tracy Brown
- ii) Requests for Leave(s) of Absence
  - Review April 2007 Renewals
    - None
  - Resignation and Thank You for Service to the Council
    - Raymond Banks
  - Dismissal Letters to Sent Due to Attendance Requirements
    - Kandi Patterson (completed)

**12. Discussion of Membership Recruitment Strategies and Exit Interviews** Group 6:15

**13. Next Meeting Date & Agenda Items** Group 6:25

*The next Membership Committee will identify agenda items for next month. The committee will meet on Monday, April 9, 2006, 25 Van Ness, Room 330B, San Francisco.*

**14. Adjournment** Group 6:30

*Mission Statement: To recruit, screen, train and retain Council Members.*

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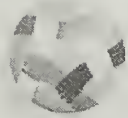
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**HIV Health Services Planning Council**

**MEMBERSHIP COMMITTEE DRAFT MINUTES**

**Monday, March 12, 2007**

**Department of Public Health**

**25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B**

**4:30-6:30 pm**

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**Committee Members Present:** Herman, Stevens, Molnar, Hicks

**Committee Members Absent:** None

**Other Council Members Present:** Pearce

**Others Present:** Steve Manley, Chris Harris, Cruz Olgin, Jerald Prentice, Marshia Herring, San Francisco DPH HIV Health Services

**Council Support Staff:** Ray West, Enrique Asis, Michelle San Pedro

**1. Introductions**

The meeting was called to order by CM Molnar (co-chair) at 4:40 p.m. and everyone introduced themselves.

**2. Review/Approve Agenda**

The agenda was reviewed and approved by consensus.

**3. Review/Approve February 12, 2007 Minutes**

The minutes were reviewed and approved by consensus.

**4. Announcements**

Michelle San Pedro was introduced as the new Administrative Assistant.

**5. Public Comment**

There was no public comment.

**6. Steering Committee Update**

The draft Steering Committee minutes of February 20, 2007 were available for review. There was no other update.

**7. Membership Interviews/Discussion**

There was no Public Comment prior to entering into closed session.

Council Support will report on applicant references. The Committee interviewed the following applicants for consideration and forwarding to the Full Council for a membership vote:

- *Chris Harris*
- *Jerald Prentice*
- *Cruz Olgin*

The candidates were invited to interview at the request and approval of the Membership Committee Co-Chairs. The Committee discussed the process within the Membership Committee giving Membership Co-chairs authority to invite candidates for interview without full Committee prior consideration.

**Council Support Action Item**

Consult with Jack Newby regarding process of transferring information to Council Members prior to meetings.

**Council Support Action Item**

Agendize for next meeting – **Notice of Vote** - for Policy and Procedure regarding the interview process for interviewing new candidates.

**ACTION ITEM**

**Vote** – to forward all names for Full Council consideration at the February 26<sup>th</sup>, 2007 meeting.

**Unanimous**

**8. Report on Closed Session**

The Committee reported the final outcome of the closed session, including votes taken.

**ACTION ITEM**

The committee is forwarding the following names for Membership Vote at the full CARE Council meeting on March 26<sup>th</sup>, 2007.

- *Chris Harris*
- *Jerald Prentice*
- *Cruz Olgin*

**9. Council Demographics Report**

The Committee reviewed and discussed both Council and EMA (Eligible Metropolitan Area)-wide demographics.

The San Francisco EMA CARE Council is currently under represented in the following populations:

- Latino/a
- African American
- Youth
- Native American/Indian
- Persons with HIV/AIDS.

Mr. Asis also gave an update on the Council Support efforts to address the demographic representation needs of the Council.

**10. Review Application(s) Received and Determine Who to Invite for April Committee Interview**

The Committee reviewed the applications of:

- Steve Manley
- Manuel Rochin

**ACTION ITEM**

Vote - to invite all applicants for interview at the April 9<sup>th</sup> Membership Committee meeting.

**Unanimous**

**11. Update on New Member Orientation, Mentor and Recruitment Assignments**

The Committee members reviewed the Recruitment summary:

**ACTION ITEM**

The following assignments were discussed:

Medi-Cal – CM Pearce/Jack Newby/Ray West

Youth – CM Molnar to contact CM Siron. CM Herman has contacted the Youth Commission with no response.

CM Hicks to contact Huckleberry Youth Services

CM Molnar to contact Lyric

Native American – CM Stevens (will also contact CM Penagos).

Ms. Herring to contact potential candidate Livingston

Latino/a – CM Molnar contacted El Grupo and application for review is included.

Mr. Asis will serve as lead contact for Instituto

Mr. Asis will contact Clinica la Esperanza

Latino Commission is to be added for contact

Aguilas will be discussed at the next meeting

African American – remove Black Coalition of AIDS from the list

Include Westside Community Health

Ms. Herring will contact the Bayview Foundation

Consumers – no contacts are necessary.

## **12. Council Member Attendance Report/Letters to Send/Renewals**

Council Support updated the Committee on Attendance Letters sent, and status of Council Members. The Committee reviewed a three-month (December, January, February) report on Council Member attendance. There were no letters to send to Council Member regarding meeting attendance requirements.

- *Review of Letters of Probation that have been sent*
  - *None*
- *Review Possible Letters of Probation to be sent*
  - *None*
- *Leave(s) of Absence*
  - a) *Status of Current Member(s)*
    - 1) *Tracy Brown*
  - b) *Requests for Leave(s) of Absence*
- *Review April 2007 Renewals*
  - *None*
- *Resignations*
  - *None*
- *Thank You for Service to the Council*
  - *Raymond Banks*
- *Dismissal Letters to Sent Due to Attendance Requirements*
  - *Kandi Patterson (completed)*

## **13. Discussion of Membership Recruitment Strategies and Exit Interviews**

This item was discussed as part of Item #11 (Update on New Member Orientation, Mentor and Recruitment Assignments).

## **14. Next Meeting Date & Agenda Items**



## Next Agenda Items

### 1) Applicant Interview

- Steve Manley
- Manuel Rochin

### 2) **Notice of Vote** - for Policy and Procedure regarding the scheduling process for interviewing new candidates.

### 3) Exit Interview Questions

### 4) Update on Recruitment Summary

The next committee meeting will be on **Monday, April 9, 2006, 25 Van Ness, Room 330B, San Francisco.**

## 15. Adjournment

The meeting adjourned at 6:30 p.m.

### ACTION ITEMS

- a) The committee is forwarding the following names for Membership Vote at the full CARE Council meeting on March 26<sup>th</sup>, 2007.

- *Chris Harris*
- *Jerald Prentice*
- *Cruz Olgin*

- b) The Committee reviewed the applications of:

- Steve Manley
- Manuel Rochin

### ACTION ITEM

**Vote** - to invite all applicants for interview at the April 9<sup>th</sup> Membership Committee meeting.

**Unanimous**

- c) The Committee members reviewed the Recruitment summary:  
The following assignments were discussed:

Medi-Cal – CM Pearce/Jack Newby/Ray West

Youth – Mr. Molnar to contact CM Siron. CM Herman has contacted the Youth Commission with no response.

Ms. Hicks - to contact Huckleberry

Mr. Molnar to contact Lyric

Native American – CM Stevens (will also contact CM Penagos).

Ms. Herring to contact potential candidate Livingston

Latino/a – Molnar contacted El Grupo and application for review is included.

Mr. Asis will serve as lead contact for Instituto

Latino Commission is to be added for contact

Aguilas - ???

African American – remove Black Coalition of AIDS

Include Westside Community Health

Ms. Herring will contact Bayview Foundation

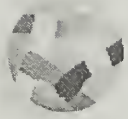
Consumers – no contacts are necessary.

**COUNCIL SUPPORT ACTION ITEMS**

- a) Consult with Jack Newby regarding process of transferring information to Council Members prior to meetings.
- b) Agendize for next meeting –  
**Notice of Vote** - for Policy and Procedure regarding the scheduling process for interviewing new candidates.
- c) Remove Item 13 from agenda and include in Item 11.
- d) Separate Resignation and Thank you agenda items.
- e) Agenda item – Exit Interview Questions.







**HIV Health Services Planning Council  
MEMBERSHIP COMMITTEE DRAFT AGENDA**

**Monday, April 9th, 2007  
Department of Public Health**

**25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B  
4:30-6:30 pm**

2:15 p.m. n'st  
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|---|----------------|
| <b>1. Introductions</b>                                   | Group 4:30     |
| <b>2. Review/Approve Agenda</b>                           | Group 4:32     |
| <b>3. Review/Approve <i>February 12, 2007</i> Minutes</b> | Group 4:34     |
| <b>4. Announcements</b>                                   | Group 4:36     |
| <b>5. Public Comment</b>                                  | Public 4:46    |
| <b>6. Steering Committee Update</b>                       | Co-chairs 4:56 |

The Co-Chairs will update the committee on the Steering Committee meeting.

- |   |            |
|---|------------|
| <b>7. Review and Discussion of CARE Council Application Procedure Revision - VOTE</b> | Group 5:00 |
| <b>8. Membership Interviews/Discussion – VOTE (Closed Session)</b>                    | Group 5:10 |

*Public Comment will be taken before the Committee enters into closed session. Council Support will report on applicant references. The Committee will vote whether to forward applicants' names to the Full Council for a membership vote.*

- Alfredo Cordova
- Steve Everett Manley
- Manuel Rochin
- Jose Luis Villarce

➤ **Review Application(s) Received and Determine Who to Invite for May  
Committee Interview**

- |                                    |            |
|------------------------------------|------------|
| <b>9. Report on Closed Session</b> | Group 5:45 |
|------------------------------------|------------|

*The Committee briefly reports the final outcome of the closed session, including votes taken.*

- |  |                             |
|--|-----------------------------|
| <b>10. Council Demographics Report</b> | Council Support/ Group 5:50 |
|--|-----------------------------|
- Review and discuss both Council and EMA (Eligible Metropolitan Area)-wide demographics.*

- |   |                      |
|---|----------------------|
| <b>11. Update on New Member Orientation, Mentor and Recruitment Assignments</b> | Council Support 6:05 |
|---|----------------------|

- |  |                      |
|--|----------------------|
| <b>12. Council Member Attendance Report/Letters to Send/Renewals</b> | Council Support 6:10 |
|--|----------------------|

*Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month (December, January, February) report on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.*

- Review of Letters of Probation that have been sent
  - a) None
- Review Possible Letters of Probation to be sent
  - a) CM Oropeza – Attended 2 meetings and Excused 5 meetings
- Leave(s) of Absence

- i) Status of Current Member(s)
  - o Tracy Brown until April
- ii) Requests for Leave(s) of Absence
  - o None
- Review April 2007 Renewals
  - o CM Oropeza (May 2007)
  - o CM Sweetin (May 2007)
- Resignations
  - o None
- Thank You for Service to the Council
  - o None
- Dismissal Letters to Sent Due to Attendance Requirements
  - o None

### 13. Discussion of Membership Recruitment Strategies and Exit Interviews

Group 6:15

### 14. Next Meeting Date & Agenda Items

Group 6:25

The next Membership Committee will identify agenda items for next month. The committee will meet on **Monday, May 14th, 2007, 25 Van Ness, Room 330B, San Francisco.**

### 15. Adjournment

Group 6:30

**Mission Statement:** To recruit, screen, train and retain Council Members.

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HIV Health Services Planning Council  
730 Polk Street San Francisco, CA 94109

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San Francisco Department of Public Health, HIV Health Services  
25 Van Ness Avenue, 3rd floor, San Francisco, CA 94102

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members or by other persons testifying, outside of public comment; 2) ringing and use of cell phones, pagers, and similar sound-producing electronic devices; 3) signs to be brought into the meeting or displayed in the room; 4) standing in the meeting room. Citizens are encouraged to testify at Committee meetings and to write letters to the co-chairs of a Committee or to Council members, c/o HIV Health Services Planning Council, 730

Polk Street, 3rd Floor, San Francisco, CA 94109.

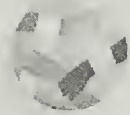
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**HIV Health Services Planning Council  
MEMBERSHIP COMMITTEE DRAFT MINUTES**

**Monday, April 9th, 2007  
Department of Public Health**

**25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B**

**4:30-6:30 pm**

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**Committee Members Present:** Harris, Herman, Molnar (Co-Chair), Prentice

**Committee Members Absent:** Hicks (Co-Chair), Stevens

**Other Council Members Present:** Pearce

**Others Present:** Alfredo Cordova, Marshia Herring (SF AIDS Office), Steven Manley, Manuel Rochin, Jose Luis Villarce

**Council Support Staff Present:** Enrique Asis, Michelle San Pedro

**1. Introductions**

CM Molnar (Co-Chair) called the meeting to order at 4:30 p.m. and everyone introduced themselves.

**2. Review/Approve Agenda**

CM Molnar (Co-Chair): Move Item 7 after the interviews

**3. Review/Approve March 12<sup>th</sup>, 2007 Minutes**

The March 12<sup>th</sup>, 2007 minutes were reviewed and approved by consensus

**4. Announcements**

Veronica Pillatzke requested a LOA for medical reasons. This will be further discussed during Item 12 of the meeting.

**5. Public Comment**

There was no public comment.

**6. Steering Committee Update**

The March 19<sup>th</sup>, 2007 Steering Committee Meeting Minutes were presented.

**7. Review and Discussion of CARE Council Application Procedure Revision – VOTE**

**ACTION** – Vote to forward the CARE Council Application Procedure Revision for approval to the Steering Committee

**VOTE** – Unanimously in favor to forward the CARE Council Application Procedure Revision for approval to the Steering Committee.

**8. Membership Interviews/Discussion – VOTE (Closed Session)**

**Public Comment**

There was no public comment.

**Discussion**

- All interviewees attended two meetings and were present at the meeting with Michelle Long (SF DPH). Mr. Newby and Mr. Asis checked their references.

- The candidates were invited to interview at the request and approval of the Membership Committee Co-Chairs. The Committee discussed the process within the Membership Committee giving Membership Co-chairs authority to invite candidates for interview without full Committee prior consideration.

The Committee interviewed the following candidates:

- *Alfredo Cordova*
- *Steve Everett Manley*
- *Manuel Rochin*
- *Jose Luis Villarce*

**ACTION** – All applicants were individually interviewed for Full Council consideration

**VOTE** – All applicants were unanimously **Approved by consensus** on an individual basis. (Note: Molnar recusal on applicant Steve Manley)

#### ➤ **Review Application(s) Received and Determine Who to Invite for May Committee Interview**

**The following candidate applications were reviewed and the action taken are:**

- *Elliot Davis*
- *Donald Frasier*
- *W. Lee Warren*
- *Stacia Scherich*
- *M. Gerardo Ramos*

**ACTION** – All candidates were reviewed and voted on individually to invite to interview.

**VOTE** – Approved individually by consensus (unanimous)

- *Cynthia Hoffman*- CM Molnar says he spoke with Ms. Hoffman and she said she would forward a revised application for council membership.

### **9. Report on Closed Session**

- During the closed session, the Membership Committee approved applications from Alfredo Cordova, Steve Everett Manley, Manuel Rochin, and Jose Luis Villarce to be forwarded to the Full Council for consideration.
- The membership committee will invite Elliot Davis, Donald Fraiser, W. Lee Warren, Stacia Scherich, and M. Gerardo Ramos for an interview.

### **10. Council Demographics Report**

- The Committee reviewed and discussed both Council and EMA (Eligible Metropolitan Area)-wide demographics. The San Francisco EMA CARE Council is currently under represented in the following populations:
  - Latino/a
  - African American
  - Youth
  - Native American/Indian
  - Council goals for Persons with HIV/AIDS, but comply with 1/3 HRSA consumer requirement.



## 11. Update on New Member Orientation, Mentor and Recruitment Assignments

- Mr. Asis discussed the Membership Recruitment Strategies and Exit Interviews. He will lead a 3 hour pre-orientation for prospective and new council members on Wednesday, April 11<sup>th</sup>, 2007, a 2 hour pre-orientation on Monday, April 23<sup>rd</sup>, 2007, and a full day retreat on Thursday, May 17<sup>th</sup>, 2007.

## 12. Council Member Attendance Report/Letters to Send/Renewals

Council Support updated the Committee on Attendance Letters sent, and status of Council Members. The Committee reviewed a three-month (January, February, March) report on Council Member attendance.

- *Review of Letters of Probation that have been sent*
  - a) None
- *Review Possible Letters of Probation to be sent*
  - i) *CM Oropeza – Attended 2 meetings and Excused 5 meetings*  
CM Molnar will contact CM Oropeza and ask him if he wants to be renewed.
- *Leave(s) of Absence*
  - ii) *Status of Current Member(s)*
    - *Tracy Brown until April*  
CM Pearce will contact CM Brown to get his status update.
  - iii) *Requests for Leave(s) of Absence*
    - None
- *Review April 2007 Renewals*
  - *CM Oropeza (May 2007)*
  - *Sweetin (May 2007)*  
**Action**  
Approve Renewal Unanimous
- *Resignations*
  - None
- *Thank You for Service to the Council*
  - None
- *Dismissal Letters to Sent Due to Attendance Requirements*
  - None

## 13. Discussion of Membership Recruitment Strategies and Exit Interviews

The Membership Committee discussed recruitment strategies for underrepresented populations and exit interviews.

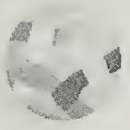
## 14. Next Meeting Date & Agenda Items

- *The committee will meet on **Monday, May 14th, 2007, 25 Van Ness, Room 330B, San Francisco.***
- Discuss removal of "Decline to State" on Membership Application Forms
- VOTE re: Veronica Pillatzke's LOA (2 months)
- Membership Committee will interview the 5 candidates for council membership.

## 15. Adjournment

CM Molnar (Co-Chair) adjourned the meeting at 6:45 p.m.





HIV Health Services Planning Council  
MEMBERSHIP COMMITTEE DRAFT AGENDA

Monday, May 14th, 2007  
Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

4:30-6:30 pm

- 
1. **Introductions** Group 4:30
  2. **Review/Approve Agenda** Group 4:32
  3. **Review/Approve April 9th, 2007 Minutes** Group 4:34
  4. **Announcements** Group 4:36
  5. **Public Comment** Public 4:46
  6. **Steering Committee Update** Co-chairs 4:56  
*The Co-Chairs will update the committee on the Steering Committee meeting.*
  7. **Review and Discussion of Points of Integration Committee Vacancy** Group 5:00
  8. **Membership Interviews/Discussion – VOTE (Closed Session)** Group 5:10  
*Public Comment will be taken before the Committee enters into closed session. Council Support will report on applicant references. The Committee will vote whether to forward applicants' names to the Full Council for a membership vote.*
    - Bart Ellison
    - Donald Frazier
    - W. Lee Warren
    - Stacia Scherich
    - M. Gerardo Ramos
    - Johnston Livingston

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➤ **Review Application(s) Received and Determine Who to Invite for June Committee Interview** from current applications received to include but not limited to the following:

    - Cynthia Hoffman
  9. **Report on Closed Session** Group 5:45  
*The Committee briefly reports the final outcome of the closed session, including votes taken.*
  10. **Council Demographics Report** Council Support/ Group 5:50  
*Review and discuss both Council and EMA (Eligible Metropolitan Area)-wide demographics.*
  11. **Update on New Member Orientation, Mentor and Recruitment Assignments** Council Support 6:05
  12. **Council Member Attendance Report/Letters to Send/Renewals** Council Support 6:10  
*Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month (December, January, February) report on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.*
    - *Review of Letters of Probation that have been sent*



- a) None
- o Review Possible Letters of Warning/Probation to be sent
  - o CM Spaeth (Warning)
- o Leave(s) of Absence
  - i) Status of Current Member(s)
    - o Tracy Brown until April
  - ii) Requests for Leave(s) of Absence
    - o CM Pillatzke
- Review April 2007 Renewals
  - o CM Oropeza (May 2007)
  - o CM Sweetin (May 2007)
- Resignations
  - o CM Kanios
- Thank You for Service to the Council
  - o CM Kanios
- Dismissal Letters to Sent Due to Attendance Requirements
  - o None

**13. Discussion of Membership Recruitment Strategies and Exit Interviews** Group 6:15

**14. Discussion of Membership Application "Decline to State" – Vote** Group 6:20

**15. Next Meeting Date & Agenda Items** Group 6:25

*The next Membership Committee will identify agenda items for next month. The committee will meet on **Monday, June 11, 2007, 25 Van Ness, Room 330B, San Francisco.***

**16. Adjournment** Group 6:30

***Mission Statement:*** To recruit, screen, train and retain Council Members.

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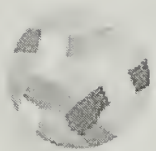
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**HIV Health Services Planning Council**  
**MEMBERSHIP COMMITTEE MINUTES**  
**Monday, May 14, 2007**  
**SFDPH, 25 Van Ness Avenue, Room 330B**  
**4:30-6:30 pm**

**Committee Members Present:** Harris, Herman, Hicks (Co-Chair), Molnar (Co-Chair), Prentice, Stevens

**Committee Members Absent:** None

**Other Council Members Present:** None

**Others Present:** Bart Ellison, Johnson Livingston, Marcus Mabry, Gerardo Ramos, Stacia Scherich

**Council Support Staff:** Enrique Asis, Ray West

## 1. Introductions

The meeting was called to order at 4:30 p.m. by CM Hicks (Co-Chair) at 4:30 p.m. and everyone introduced themselves.

## 2. Review/Approve Agenda

The Agenda was approved by consensus with correction of Johnson Livingston name spelling

## 3. Review/Approve April 9th, 2007 Minutes

The minutes were reviewed and approved by consensus.

## 4. Announcements

New Member Orientation on Thursday, May 17<sup>th</sup>, 2007.

Mr. Asis will be on vacation for one month commencing Friday, May 18<sup>th</sup>, 2007.

## 5. Public Comment

There was no public comment.

## 6. Steering Committee Update

The Steering Committee draft notes from April 16, 2007 were made available for Committee review. There have been no significant updates since the April Full Council meeting.

## 7. Review and Discussion of Points of Integration Committee Vacancy

### *Action Item*

- Send email to Full Council
- Make announcement at Full Council meeting

## 8. Membership interviews/Discussion (Closed Session)

The Committee interviewed the following candidates and voted whether to forward the applicants' names to the Full Council for a membership vote:

- Bart Ellison (unanimous)
- Stacia Scherich (unanimous)
- M. Gerardo Ramos (unanimous)
- Johnson Livingston (unanimous)

Decisions on the following applicant is being postponed until the June 11<sup>th</sup>, 2007 meeting

- Donald Frazier

## 9. Report on Closed Session

The following candidates will be forwarded to the Full CARE Council membership for consideration:

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- Bart Ellison
- Stacia Scherich
- Gerardo Ramos
- Johnson Livingston

## **10. Council Demographics Report**

The Committee reviewed and discussed both Council and EMA (Eligible Metropolitan Area)-wide demographics.

## **11. Update on New Member Orientation and Mentor Assignments**

This item was not discussed.

## **12. Council Member Attendance Report/Letters to Send/Renewals**

Council Support updated the Committee on Attendance Letters to be sent, and status of Council Members. Committee reviewed the prior three month report on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.

- Review of Letters of Probation that have been sent
  - a) None
- Review Possible Letters of Warning/Probation to be sent
  - a) CM Spaeth (warning)
- Leaves of Absence
  - i. Status of Current Members (s)
    - Tracy Brown (until April 2007) - The committee will have assumed CM Brown has resigned if no contact with CARE Council Support or Membership Committee Co-Chairs by May 31, 2007.
  - ii. Requests for Leave(s) of Absence
    - CM Pillatzke (approved retroactive) – The committee has approved CM Pillatzke's Leave of Absence for a period of 3 months.
- Review April 2007 renewals
  - a) CM Oropeza (May 2007) (unanimous)
  - b) CM Sweetin (May 2007) (unanimous)
- Resignations
  - a) CM Kanios
- Thank You for Service to the Council
  - a) CM Kanios (to be drafted by Council Support)
- Dismissal Letters to Send due to Attendance Requirements
  - a) None

## **13. Discussion of Membership Recruitment Strategies and Exit Interviews**

This item was not discussed.

## **14. Discussion of Membership Application “Decline to State”**

This item was not discussed.

## **15. Next Meeting Date & Agenda Items**

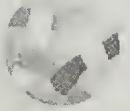
The next Membership Committee will determine the agenda items of the **Monday, June 11th, 2007**. The Committee identified the following agenda items for next month.

## **16. Adjournment**

The meeting was adjourned at 6:30 p.m.







**HIV Health Services Planning Council  
MEMBERSHIP COMMITTEE DRAFT AGENDA**

**Monday, June 11th, 2007  
Department of Public Health**

**25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B**

**4:30-6:30 pm**

3:45 pm. ust  
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1. **Introductions** Group 4:30
2. **Review/Approve Agenda** Group 4:32
3. **Review/Approve May 14th, 2007 Minutes** Group 4:34
4. **Announcements** Group 4:36
5. **Public Comment** Public 4:46
6. **Steering Committee Update** Co-chairs 4:56

*The Co-Chairs will update the committee on the Steering Committee meeting.*

7. **Review and Discussion of Committee Vacancies** Group 5:00

- Points of Integration
- Process for Committee Assignments

8. **Membership Interviews/Discussion – VOTE (Closed Session)** Group 5:10

*Public Comment will be taken before the Committee enters into closed session. Council Support will report on applicant references. The Committee will vote whether to forward applicants' names to the Full Council for a membership vote.*

- Donald Frazier
- Cynthia Hoffman
- Marcus Mabry

- **Review Application(s) Received and Determine Who to Invite for June Committee Interview** from current applications received to include but not limited to the following:

- Naim Harrison

9. **Report on Closed Session** Group 5:40

*The Committee briefly reports the final outcome of the closed session, including votes taken.*

10. **Council Demographics Report** Council Support/ Group 5:45  
*Review and discuss both Council and EMA (Eligible Metropolitan Area)-wide demographics.*

11. **Update on New Member Orientation, Mentor and Recruitment Assignments** Council Support 5:50

12. **Council Member Attendance Report/Letters to Send/Renewals** Council Support 5:55

*Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month (March, April, May) report on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.*

- Review of Letters of Probation that have been sent
  - None
- Review Possible Letters of Warning/Probation to be sent
  - None
- Leave(s) of Absence
  - Status of Current Member(s)
    - 1) CM Pillatzke (until June 30, 2007)
- Requests for Leave(s) of Absence
  - None
- Review April 2007 Renewals
  - None)
- Resignations
  - CM Oropeza
- Thank You for Service to the Council
  - CM Kanios (sent)
  - CM Oropeza (sent)
- Dismissal Letters to Sent Due to Attendance Requirements
  - None

13. Discussion of Membership Recruitment Strategies and Exit Interviews Group 6:00

14. Discussion of Membership Application “Decline to State” – Vote Group 6:10

15. Discussion of Alternative Date for Potential July Meeting Rescheduling – Vote  
Group 6:10

*The committee will select an alternative meeting date for July in the event an additional July CARE Council meeting is held on July 9<sup>th</sup>, 2007.*

16. Next Meeting Date & Agenda Items Group 6:25

*The next Membership Committee will identify agenda items for next month. The committee will meet on **Monday, July 9<sup>th</sup>, 2007, 25 Van Ness, Room 330B, San Francisco.***

17. Adjournment Group 6:30

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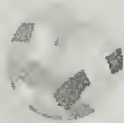
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**HIV Health Services Planning Council  
MEMBERSHIP COMMITTEE DRAFT AGENDA**

**Monday, June 11th, 2007  
Department of Public Health**

**25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B  
4:30-6:30 pm**

2:05 pm msf  
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|---|----------------|
| <b>1. Introductions</b>                         | Group 4:30     |
| <b>2. Review/Approve Agenda</b>                 | Group 4:32     |
| <b>3. Review/Approve May 14th, 2007 Minutes</b> | Group 4:34     |
| <b>4. Announcements</b>                         | Group 4:36     |
| <b>5. Public Comment</b>                        | Public 4:46    |
| <b>6. Steering Committee Update</b>             | Co-chairs 4:56 |

*The Co-Chairs will update the committee on the Steering Committee meeting.*

- |   |            |
|---|------------|
| <b>7. Review and Discussion of Committee Vacancies</b>  | Group 5:00 |
| <ul style="list-style-type: none"><li>• Points of Integration</li><li>• Process for Committee Assignments</li></ul> |            |

- |   |            |
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| <b>8. Membership Interviews/Discussion – VOTE (Closed Session)</b>  | Group 5:10 |
| <i>Public Comment will be taken before the Committee enters into closed session. Council Support will report on applicant references. The Committee will vote whether to forward applicants' names to the Full Council for a membership vote.</i> |            |

- Donald Frazier
- Cynthia Hoffman
- Marcus Mabry

- **Review Application(s) Received and Determine Who to Invite for June Committee Interview** from current applications received to include but not limited to the following:

- Naim Harrison

- |  |            |
|--|------------|
| <b>9. Report on Closed Session</b>   | Group 5:40 |
| <i>The Committee briefly reports the final outcome of the closed session, including votes taken.</i> |            |

- |  |                             |
|--|-----------------------------|
| <b>10. Council Demographics Report</b>   | Council Support/ Group 5:45 |
| <i>Review and discuss both Council and EMA (Eligible Metropolitan Area)-wide demographics.</i> |                             |

- |   |                      |
|---|----------------------|
| <b>11. Update on New Member Orientation, Mentor and Recruitment Assignments</b> | Council Support 5:50 |
|---|----------------------|

- |  |                      |
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| <b>12. Council Member Attendance Report/Letters to Send/Renewals</b> | Council Support 5:55 |
|--|----------------------|

*Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month (March, April, May) report on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.*



- Review of Letters of Probation that have been sent
  - None
- Review Possible Letters of Warning/Probation to be sent
  - None
- Leave(s) of Absence
  - Status of Current Member(s)
    - 1) CM Pillatzke (until June 30, 2007)
- Requests for Leave(s) of Absence
  - Dorthy Kleffner (two months, until August, 2007)
- Review April 2007 Renewals
  - None
- Resignations
  - CM Oropeza
- Thank You for Service to the Council
  - CM Kanios (sent)
  - CM Oropeza (sent)
- Dismissal Letters to Sent Due to Attendance Requirements
  - None

13. Discussion of Membership Recruitment Strategies and Exit Interviews Group 6:00

14. Discussion of Membership Application “Decline to State” – Vote Group 6:10

15. Discussion of Alternative Date for Potential July Meeting Rescheduling – Vote  
Group 6:10

*The committee will select an alternative meeting date for July in the event an additional July CARE Council meeting is held on July 9<sup>th</sup>, 2007.*

16. Next Meeting Date & Agenda Items Group 6:25

*The next Membership Committee will identify agenda items for next month. The committee will meet on **Monday, July 9<sup>th</sup>, 2007, 25 Van Ness, Room 330B, San Francisco.***

17. Adjournment Group 6:30

**Mission Statement:** To recruit, screen, train and retain Council Members.

Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.

HIV Health Services Planning Council  
730 Polk Street San Francisco, CA 94109

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San Francisco Department of Public Health, HIV Health Services  
25 Van Ness Avenue, 3rd floor, San Francisco, CA 94102

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*THE AGENDA PACKET IS AVAILABLE FOR REVIEW AT  
HIV Health Services Planning Council Office, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.*







# HIV Health Services Planning Council

## MEMBERSHIP COMMITTEE

### DRAFT MINUTES

Monday, June 11th, 2007

Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

4:30-6:30 pm

**Committee Members present:** Mary Lawrence (Co-Chair), Mark Molnar (Co-Chair), Jerry Prentice, George Stevens

**Committee Members absent:** Stephen Herman

**Other Council Members present:** Chris Harris, Ken Pearce

**Others Present:** Raymond Banks, Marsha Herring (SF DPH HHS)

**Support Staff Present:** Jack Newby, Lili Belo

#### 1. Introductions

Meeting is called to order at 4:37 p.m. by CM Hicks (Co-Chair), everyone introduced themselves.

#### 2. Review/Approve Agenda

The Agenda was approved by consensus.

#### 3. Review/Approve May 14th, 2007 Minutes

The Minutes were approved by consensus.

#### 4. Announcements

Lili Belo was introduced as Council Support note taker.

#### 5. Public Comment

- Raymond Banks addressed the committee on the subject of recruitment and retention. He identified various recruitment opportunities. In terms of retention, he described an approach to understanding where community members are coming from and how to support them. Lastly, Mr. Banks identified the lack of access to technology (i.e. computers and the internet) as a barrier for community members to stay involved, and the Council should make an effort to provide access to such services.

Mr. Banks made a request, as a former council member to serve as a recruiter. His request was discussed and the Committee encouraged him to recruit. Possible venues for recruitment were explored.

The issue of computer access is to be readdressed with COA.

#### 6. Steering Committee Update

The Steering Committee meeting was largely devoted to discussing the cuts proposals.

Mr. Newby updated the committee on the recent Town Hall meeting at the LGBT Center. The meeting was described as an update about the HRSA cuts and a call to action against further cuts.

#### 7. Review and Discussion of Committee Vacancies

- Points of Integration: Jose Villarce
- Process for Committee Assignments:

Mr. Newby stated that there was some confusion surrounding the Policy and Evaluation Committee's restructuring of committee assignment. Mr. Newby reminded the Committee that there is a process of up to 90 days for members to request committees. This process gives

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members time to research and consider their options before making their top 3 choices. Furthermore, this process also ensures balanced committees. Lastly, the Membership Committee should retain some authority over the committee membership process.

#### **ACTION ITEM**

- Next agenda item: process of committee assignments

The process of committee assignments is to be added as an ongoing item to the agenda.

### **8. Membership Interviews/Discussion – VOTE (Closed Session)**

Committee entered into closed session at 5:42 p.m.

- *Candidate A: (Not present)*
  - CM Pearce presents motion to vote on Candidate A. Motion was held for a discussion on Candidate A and to hear concerns and opinions of persons present. Motion to vote is withdrawn.
  - CM Hicks proposes having Candidate A return for a second interview where the committee's concerns will be addressed. Committee unanimously agrees to hold a second interview with Candidate A.
- *Candidate B: (Not present, to be interviewed in July)*
- *Candidate C: (Not present, to be interviewed in July)*

#### **➤ Review Application(s) Received and Determine Who to Invite for June Committee Interview from current applications received to include but not limited to the following:**

- *Naim Harrison:*  
*Interview approved for interview*
- *Raymond Banks:*  
*Interview approved for interview*
- *Cedrick Akbar:*  
*Not enough application information filled out to warrant review at this time.*

#### **ACTION ITEM**

All candidate applications were reviewed and voted on individually. All candidates, except for Cedrick Akbar, for reasons noted above, will be interviewed at the next Committee meeting. However, appointment to the CARE Council will not occur prior to September 2007.

### **9. Report on Closed Session**

No Candidates were voted on for forwarding to CARE Council for approval vote approved during closed session. The Committee agreed to have Candidate A return for a second interview.

### **10. Council Demographics Report**

The current demographics report was reviewed.

Youth and African American representation remains as an area needing improvement on the Council. The Council is working on recruitment in these areas.

### **11. Update on New Member Orientation, Mentor and Recruitment Assignments**

There was no update on New Member Orientation, Mentor and Recruitment Assignments.

### **12. Council Member Attendance Report/Letters to Send/Renewals**

Council Support updated the Committee on Attendance Letters sent, and status of Council Members. Committee reviewed a three-month (March, April, May) report on Council Member attendance.

- Review of Letters of Probation that have been sent
  - None
- Review Possible Letters of Warning/Probation to be sent
  - None
- Leave(s) of Absence
  - Status of Current Member(s)
    - 1) CM Pillatzke (until June 30, 2007)
- Requests for Leave(s) of Absence
  - Dorothy Kleffner (two months, until August, 2007)
    - Leave of absence is approved by consensus.
- Review April 2007 Renewals
  - None)
- Resignations
  - CM Oropeza
- Thank You for Service to the Council
  - CM Kanios (sent)
  - CM Oropeza (sent)
- Dismissal Letters to Sent Due to Attendance Requirements
  - None

CM Molnar mentioned he has not been able to make contact with CM Cooper. Mr. Newby noted that she did get in contact with him and is unclear on the reasons for her absence. Mr. Newby will attempt to contact her. She is soon due for a warning letter based on her attendance.

In addition, Mr. Newby informs the committee that CM Flores has not been well and reminded him of the opportunity to file for leave of absence; however he has not yet done so.

CM Brown is back and has attended meetings.

### **13. Discussion of Membership Recruitment Strategies and Exit Interviews**

This discussion will be postponed till future meetings.

### **14. Discussion of Membership Application “Decline to State” – Vote**

CM Molnar voiced concern around not interviewing someone because they chose “declined to state” on their application. CM Hicks stated that no applicant should be denied an interview based on marking this choice.

#### **ACTION ITEM**

Motion - to leave “Declined to State” option on the application.

Approved by consensus.

### **15. Discussion of Alternative Date for Potential July Meeting Rescheduling – Vote**

The committee discussed possibly moving the next membership meeting to July 30<sup>th</sup>. Council support will follow up on this item. No vote was taken.

### **16. Next Meeting Date & Agenda Items**

The next Membership Committee meeting is scheduled for July 30<sup>th</sup>, 2007, if the Planning Council meets on July 9<sup>th</sup>.

Membership discussed several agenda items for the next meeting.

- Item 1: Why the question of sexuality is on the application.
- Item 2: Recommending members to begin after August, or in future months.



- Item 3: Finding ways to work with the “decline to state” option and not using it against someone.
- Item 4: Announce representation vacancy at the next full Council meeting.

**17. Adjournment**

Membership Committee meeting adjourned at 6:40 p.m.

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HIV Health Services Planning Council  
MEMBERSHIP COMMITTEE DRAFT AGENDA

Monday, July 30th, 2007  
Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

4:30-7:00 pm

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1. **Introductions** Group 4:30
2. **Review/Approve Agenda** Group 4:32
3. **Review/Approve June 11, 2007 Minutes** Group 4:34
4. **Announcements** Group 4:36
5. **Public Comment** Group 4:46
6. **Steering Committee Update** Co-Chairs 4:56  
*The Co-Chairs will update the committee on the Steering Committee meeting.*
7. **Review and Discussion of Leave of Absence Policy** Group 5:00
8. **Membership Interviews/Discussion – VOTE (Closed Session)** Group 5:10  
*Public Comment will be taken before the Committee enters into closed session. Council Support will report on applicant references. The Committee will vote whether to forward applicants' names to the Full Council for a membership vote.*
  - Raymond Banks
  - Donald Frazier
  - Naim Harrison
  - Cynthia Hoffman
  - Marcus Mabry

➤ **Review Application(s) Received and Determine Who to Invite for August Committee Interview from current applications received to include but not limited to the following:**

  - John Andrews
  - Anthony Evans
  - Will Walker
9. **Report on Closed Session** Group 6:00  
*The Committee briefly reports the final outcome of the closed session, including votes taken.*
10. **Council Demographics Report** Group 6:05  
*Review and discuss both Council and EMA (Eligible Metropolitan Area)-wide demographics.*
11. **Update on New Member Orientation, Mentor and Recruitment Assignments** Group 6:20

## **12. Council Member Attendance Report/Letters to Send/Renewals**

Group 6:25

*Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month (May, June, July) report on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.*

- *Review of Letters of Probation that have been sent*
  - *None*
- *Review Possible Letters of Warning/Probation to be sent*
  - *None*
- *Leave(s) of Absence*
  - *Status of Current Member(s)*
    - 1) *CM Pillatzke (status unknown)*
    - 2) *CM Kleffner (until July 31, 2007)*
- *Requests for Leave(s) of Absence*
  - *None*
- *Review September/October 2007 Renewals*
  - *September 2007*
    - *CM Byers*
    - *CM Pearce*
    - *CM Soto*
  - *October 2007*
    - *CM Brown*
    - *CM Flores*
- *Resignations*
  - *None*
- *Thank You for Service to the Council*
  - *None*
- *Dismissal Letters to Sent Due to Attendance Requirements*
  - *None*

## **13. Discussion of Membership Recruitment Strategies and Exit Interviews**

Group 6:30

## **14. Review/Discussion of CARE Council Application Criteria Questions - VOTE**

Group 6:40

- *Sexuality*

## **15. Review/Discussion of Member Committee Assignments Process and possible Assignment of Members to Committees**

Group 6:50

The following Members have not returned a Committee Assignment Request Form:

- *CM Cordova*
- *CM Livingston*
- *CM Ramos*

The following Members have returned a Committee Assignment Request Form:

- *CM Olgin*
- *CM Scherich*



## 16. Next Meeting Date & Agenda Items

Group 6:55

*The next Membership Committee will identify agenda items for next month. The committee will meet on **Monday, August 13th, 2007, 25 Van Ness, Room 330B, San Francisco.***

## 17. Adjournment

Group 7:00

### **Mission Statement:**

***To recruit, screen, train and retain Council Members.***

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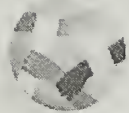
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# HIV Health Services Planning Council

## MEMBERSHIP COMMITTEE

### DRAFT MINUTES

Monday, July 30th, 2007

Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330A

4:30-7:00 pm

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**Committee Members Present:** Herman, Hicks (Co-Chair), Prentice, Molnar (Co-Chair)

**Committee Members Absent:** Harris, Stevens

**Other Council Members Present:** Siron, Pearce

**Others Present:** Marcus Mabry, Marsha Herring (SF DPH HHS), Raymond Banks, Donald Frazier, Cynthia Hoffman, Naim Harrison

**Council Support:** Ray West, Carlos Cabezas

#### 1. Introductions

The meeting was called to order at 4:35 by CM Hicks (Co-Chair).

#### 2. Review/Approve Agenda

The Agenda was reviewed and approved by consensus.

#### 3. Review/Approve June 11, 2007 Minutes

The Minutes were reviewed and approved by consensus.

#### 4. Announcements

- Carlos Cabezas will be the CARE Council note-taker until August 16<sup>th</sup>, 2007.
- CM Siron appointed to Board of Supervisor's (BOS) SRO Task Force as a community member.

#### 5. Public Comment

There were no public comments.

#### 6. Steering Committee Update

The latest Steering Committee update was presented at the last Full CARE Council meeting.

#### 7. Review and Discussion of Leave of Absence Policy

The Committee reviewed and discussed the current Leave of Absence Policy. The consensus was that Council Members will communicate to Council Support an intent regarding a leave of absence. This notification will be conveyed to the Membership Committee Co-Chairs and further communicated on the next Committee Agenda.

#### 8. Membership Interviews/Discussion – (Closed Session)

There was no Public Comment prior to entering into closed session. Council Support reported on applicant references.



The Committee interviewed and voted on whether to forward the following applicants' names to the Full Council for a membership vote:

- Raymond Banks (unanimous)
- Donald Frazier (favored 4, opposed 2)
- Naim Harrison (favored 5, opposed 1)
- Cynthia Hoffman (unanimous)
- Marcus Mabry

The Committee entered into Closed Session and interviewed all prospective candidates. Prospective candidates were questioned regarding prior community planning experience, advocacy, diversified community activity participation, other volunteer activities and potential contributions. The applicants were also questioned regarding the reasoning behind each applicant's motivation to join the CARE Council.

In addition, the global views of candidates, the ability to accommodate the required time commitment, and the respective voice that would be brought to the table were questioned.

***Motion – Each applicant was voted on for Membership on an individual basis.***

***VOTE - Each Candidate was *approved unanimously* for CARE Council Membership on an individual basis with the exception of Applicants B and C. Applicant B was approved (favored 4, opposed 2), Applicant C was approved (favored 5, opposed 1).***

➤ **Review Application(s) Received and Determine Who to Invite for August Committee Interview from current applications received to include but not limited to the following:**

- John Andrews
- Anthony Evans
- Will Walker

The following applications were reviewed and approved for invitation to the August 13<sup>th</sup> Membership Committee meeting:

- John Andrews
- Anthony Evans

**ACTION**

Mr. Walker is being asked to complete the application in its entirety.

**9. Report on Closed Session**

The Committee briefly reported the final outcome of the closed session, including votes taken.

- ❖ The Committee is forwarding the following names to the Full Care Council for Membership vote at the next CARE Council meeting:
  - Raymond Banks
  - Donald Frazier
  - Naim Harrison
  - Cynthia Hoffman

- Marcus Mabry
- ❖ The Committee will be interviewing the following candidates at the August 13<sup>th</sup>, 2007 Membership meeting:
  - John Andrews
  - Anthony Evans
- ❖ The Committee is requesting the following applicant to complete the application with more information:
  - Will Walker

#### **10. Council Demographics Report**

This item was not discussed.

#### **11. Update on New Member Orientation, Mentor and Recruitment Assignments**

This item has been table for this meeting.

#### **12. Council Member Attendance Report/Letters to Send/Renewals**

Council Support updated Committee on Attendance Letters sent, and status of Council Members. Committee reviewed a three-month (May, June, July) report on Council Member attendance. Committee decided whether to send letters to Council Members not meeting attendance requirements.

- Review of Letters of Probation that have been sent
  - None
- Review Possible Letters of Warning/Probation to be sent
  - None
- Leave(s) of Absence
  - Status of Current Member(s)
    - 1) CM Pillatzke (status unknown)
    - 2) CM Kleffner (until July 31, 2007)
- Requests for Leave(s) of Absence
  - None
- Review September/October 2007 Renewals
  - September 2007
    - CM Byers
    - CM Pearce
    - CM Soto

##### ***Action***

Motion – to recommend renewal of all September 2007 renewals (3)

**Vote** – all names were voted and approved for forwarding to Full CARE Council consideration for Membership renewal.

- October 2007
  - CM Brown
  - CM Flores

##### ***Action***

Motion – to recommend renewal of all October 2007 renewals (2)

**Vote** – all names were voted and approved for forwarding to Full CARE Council consideration for Membership renewal.

- Resignations
  - None
- Thank You for Service to the Council
  - None
- Dismissal Letters to Sent Due to Attendance Requirements
  - None

### **13. Discussion of Membership Recruitment Strategies and Exit Interviews**

This item was not discussed at this meeting.

### **14. Review/Discussion of CARE Council Application Criteria Questions**

- Sexuality

This item was not discussed at this meeting.

### **15. Review/Discussion of Member Committee Assignments Process and possible Assignment of Members to Committees**

The following Members have not returned a Committee Assignment Request Form:

- CM Cordova
- CM Livingston
- CM Ramos

The following Members have returned a Committee Assignment Request Form:

- CM Olgin (assigned to Policy and Evaluation Committee).
- CM Scherich (assigned to Community and Outreach Committee).

### **16. Next Meeting Date & Agenda Items**

The next Membership Committee will identify agenda items for next month. The Committee will meet on **Monday, August 13th, 2007, 25 Van Ness, Room 330B, San Francisco.**

### **17. Adjournment**

The meeting was adjourned at 7:00 p.m.





**HIV Health Services Planning Council  
MEMBERSHIP COMMITTEE DRAFT AGENDA**

**Monday, August 13th, 2007  
Department of Public Health**

**25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B  
4:30-6:30 pm**

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1. **Introductions** Group 4:30
2. **Review/Approve Agenda** Group 4:32
3. **Review/Approve July 30<sup>th</sup>, 2007 Minutes** Group 4:34
4. **Announcements** Group 4:36
5. **Public Comment** Group 4:46
6. **Steering Committee Update** Co-Chairs 4:56

*The Co-Chairs will update the committee on the Steering Committee meeting.*

7. **Membership Interviews/Discussion – VOTE (Closed Session)** Group 5:00  
*Public Comment will be taken before the Committee enters into closed session. Council Support will report on applicant references. The Committee will vote whether to forward applicants' names to the Full Council for a membership vote.*

- John Andrews
- Anthony Evans

- **Review Application(s) Received and Determine Who to Invite for August Committee Interview from current applications received to include but not limited to the following:**

- David Navarro, Jr.

8. **Report on Closed Session** Group 5:30  
*The Committee briefly reports the final outcome of the closed session, including votes taken.*

9. **Council Demographics Report** Group 5:35  
*Review and discuss both Council and EMA (Eligible Metropolitan Area)-wide demographics.*

10. **Update on New Member Orientation, Mentor and Recruitment Assignments** Group 5:40

11. **Council Member Attendance Report/Letters to Send/Renewals** Group 5:45  
*Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month (May, June, July) report on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.*

- *Review of Letters of Probation that have been sent*
  - None

- *Review of Letters of Warning Sent*
  - *CM Siron*
- *Review Possible Letters of Warning/Probation to be sent*
  - *None*
- *Leave(s) of Absence*
  - *Status of Current Member(s)*
    - 1) *CM Pillatzke (LOA?)*
- *Requests for Leave(s) of Absence*
  - *None*
- *Review Renewals*
  - *None*
- *Resignations*
  - *None*
- *Thank You for Service to the Council*
  - *None*
- *Dismissal Letters to Sent Due to Attendance Requirements*
  - *None*

**12. Discussion of Membership Recruitment Strategies and Exit Interviews** Group 6:00

**13. Review/Discussion of CARE Council Application Criteria Questions - VOTE**  
Group 6:10

- *Sexuality*

**14. Review/Discussion of Member Committee Assignments Process and possible Assignment of Members to Committees** Group 6:20

The following Members have not returned a Committee Assignment Request Form:

- *CM Cordova*
- *CM Livingston*
- *CM Ramos*

**15. Next Meeting Date & Agenda Items** Group 6:25  
*The next Membership Committee will identify agenda items for next month. The committee will meet on **Monday, September 10th, 2007, 25 Van Ness, Room 330B, San Francisco.***

**16. Adjournment** Group 6:30

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Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.

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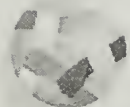
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**HIV Health Services Planning Council  
MEMBERSHIP COMMITTEE DRAFT MINUTES**

**Monday, August 13th, 2007  
Department of Public Health**

**25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B**

**4:30-6:30 pm**

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**Committee Members present:** Molnar (Co-Chair), Hicks (Co-Chair), Herman, Prentice, Stevens

**Committee Members absent:** Harris

**Other Council Members present:** Charles Siron,

**Others Present:** Anthony Evans, John Andrews, Dean Goodwin Aids Office

**Council Support Staff:** Enrique Asis, Carlos Cabezas

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5 1. **Introductions**

3/07 The meeting was called to order at 4:42pm by CM Mary Lawrence Hicks and everyone introduced themselves.

4+ 2. **Review/Approve Agenda**

The Agenda was reviewed and approved by consensus.

3. **Review/Approve July 30<sup>th</sup>, 2007 Minutes**

The minutes for July 30th, 2007 were reviewed and approved by consensus.

4. **Announcements**

Dean Goodwin is the new SFDPH representative on the committee.

5. **Public Comment**

There were no public comments.

6. **Steering Committee Update**

There aren't any steering committee meetings this month and there are no updates.

7. **Membership Interviews/Discussion – VOTE (Closed Session)**

There was no Public Comment prior to entering into closed session. Council Support reported on applicant references.

The Committee interviewed and voted on whether to forward the following applicants' names to the Full Council for a membership vote:

- John Andrews
- Anthony Evans

The Committee entered into Closed Session and interviewed all prospective candidates. Prospective candidates were questioned regarding prior community planning experience, advocacy, diversified community activity participation, other volunteer activities and potential contributions.

The applicants were also questioned regarding the reasoning behind each applicant's motivation to join the CARE Council.

In addition, the global views of candidates, the ability to accommodate the required time commitment, and the respective voice that would be brought to the table were questioned.

***Motion – Each applicant was voted on for Membership on an individual basis.***

***VOTE - Candidate A was approved unanimously for CARE Council Membership. Candidate B was approved (favored 5, opposed 1).***

➤ **Review Application(s) Received and Determine Who to Invite for September Committee Interview from current applications received.**

The following application was reviewed and approved for invitation to the September 10<sup>th</sup> Membership Committee meeting:

- David Navarro, Jr.

➤ The Committee also discussed their concern with potential candidates for council membership attending the orientation process before going through the interview process.

Concerns include:

- potential applicants that attend an orientation or any other program prior to the interview will have an unrealistic and misleading expectation of being guaranteed a spot on the council or being favored for approval of due to those participations.
- this process presents confusion and raises questions regarding which candidates, if not all, are being asked to go through the orientation and for what reasons.
- it must be made very clear to applicants that there is a potential of not being asked to join the council despite their participation in the orientation prior to being interviewed by membership committee.
  - Council Support explained that orientation is part of the educational process for applicants allowing them to better understand what they are getting involved in. It is beneficial and important for retention.
  - This practice by Council Support brings into question what the membership committee's role is in the process.
- It was stated that the role of the membership committee is to clarify the role of orientation on the council.

**ACTION ITEM**

George Stevens will develop a process flow both visual and in text, which will have a before and after process, in order to clarify the entire process.

➤ In addition to the above, the committee also discussed disclosing particulars of the members' vote (whether unanimous or not) to the council when providing the recommendations for candidate approval to the full council; therefore, presenting a clearer understanding of the membership committee's recommendations.

**ACTION ITEM**

The Co-Chairs will create a process for presenting the recommendations to the full council and introduce this new procedure to the Full Council.



**8. Report on Closed Session**

The Committee briefly reported the final outcome of the closed session, including votes taken.

**9. Council Demographics Report**

There was no report on Demographics.

**10. Update on New Member Orientation, Mentor and Recruitment Assignments**

There was no Update.

**11. Council Member Attendance Report/Letters to Send/Renewals**

*Council Support will update Committee on Attendance Letters sent, and status of Council Members.*

- *Review of Letters of Probation that have been sent*
  - *None*
- *Review of Letters of Warning Sent*
  - *CM Siron*
- *Review Possible Letters of Warning/Probation to be sent*
  - *None*
- *Leave(s) of Absence*
  - *Status of Current Member(s)*
    - 1) *CM Pillatzke (LOA?)*

**ACTION ITEM**

Veronica is still on leave of absence and should not be sent any letter, no probation or otherwise.

- *Requests for Leave(s) of Absence*
  - *None*
- *Review Renewals*
  - *None*
- *Resignations*
  - *None*
- *Thank You for Service to the Council*
  - *None*
- *Dismissal Letters to Sent Due to Attendance Requirements*
  - *None*

**12. Discussion of Membership Recruitment Strategies and Exit Interviews**

There was no discussion of membership recruitment strategies and exit interviews.

**13. Review/Discussion of CARE Council Application Criteria Questions - VOTE**

There was no discussion of CARE Council Application Criteria and no vote.

**14. Review/Discussion of Member Committee Assignments Process and possible Assignment of Members to Committees**

The following Members have not returned a Committee Assignment Request Form:

- CM Cordova is leaving so soon, so he will not be assigned to a committee.
- CM Ramos will be assigned to the Policy and Evaluation Committee.

#### **ACTION**

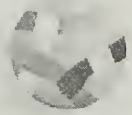
Mary Lawrence will call CM Livingston regarding a committee assignment.

#### **15. Next Meeting Date & Agenda Items**

*The next Membership Committee will identify agenda items for next month. The committee will meet on **Monday, September 10th, 2007, 25 Van Ness, Room 330B, San Francisco.***

#### **16. Adjournment**

Meeting was adjourned at 6:44 pm.



HIV Health Services Planning Council  
MEMBERSHIP COMMITTEE DRAFT AGENDA

Monday, September 10th, 2007

Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

4:30-6:30 pm

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1. Introductions Group 4:30
2. Review/Approve Agenda Group 4:32
3. Review/Approve August 13<sup>th</sup>, 2007 Minutes Group 4:34
4. Announcements Group 4:36
5. Public Comment Group 4:46
6. Steering Committee Update Co-Chairs 4:56  
*The Co-Chairs will update the committee on the Steering Committee meeting.*
7. Membership Interviews/Discussion – VOTE (Closed Session) Group 5:00  
*Public Comment will be taken before the Committee enters into closed session. Council Support will report on applicant references. The Committee will vote whether to forward applicants' names to the Full Council for a membership vote.*
  - David Navarro, Jr.

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f +

➤ **Review Application(s) Received and Determine Who to Invite for August Committee Interview from current applications received to include but not limited to the following:**

  - Kelly Hart
8. Report on Closed Session Group 5:20  
*The Committee briefly reports the final outcome of the closed session, including votes taken.*
9. Council Demographics Report Group 5:25  
*Review and discuss both Council and EMA (Eligible Metropolitan Area)-wide demographics.*
10. Update on New Member Orientation, Mentor and Recruitment Assignments Group 5:30
11. Council Member Attendance Report/Letters to Send/Renewals Group 5:45  
*Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month (May, June, July) report on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.*
  - Review of Letters of Probation that have been sent
    - None



- *Review of Letters of Warning Sent*
  - *CM Cooper*
  - *CM Ramos*
  - *CM Olgin*
- *Review Possible Letters of Warning/Probation to be sent*
  - *CM Olgin*
- *Leave(s) of Absence*
  - *Status of Current Member(s)*
    - 1) *None*
- *Requests for Leave(s) of Absence*
  - *None*
- *Review Renewals*
  - *None*
- *Resignations*
  - *CM Cordova*
- *Thank You for Service to the Council*
  - *None*
- *Dismissal Letters to Sent Due to Attendance Requirements*
  - *None*

**12. Discussion of Membership Recruitment Strategies and Exit Interviews** Group 6:00

**13. Review/Discussion of CARE Council Application Criteria Questions - VOTE**

Group 6:10

- Disclosure of Sexuality

**14. Review/Discussion of Member Committee Assignments Process and possible Assignment of Members to Committees**

Group 6:20

➤ The following Members have indicated a Committee Assignment Request:

- CM Banks – Community Outreach and Advocacy
- CM Livingston - Membership

➤ The following Members have been sent Committee Assignment Request Forms:

- |              |           |
|--------------|-----------|
| • CM Frazier | • Hoffman |
| • Harrison   | • Mabry   |

**15. Next Meeting Date & Agenda Items**

Group 6:25

*The next Membership Committee will identify agenda items for next month. The next Committee meeting date will be decided at this meeting as the next regularly scheduled meeting is currently calendared for Columbus Day, **Monday, October 10th, 2007, 25 Van Ness, Room 330B, San Francisco.***

**16. Adjournment**

Group 6:30

**Mission Statement:**  
**To recruit, screen, train and retain Council Members.**

Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.

*HIV Health Services Planning Council*  
730 Polk Street San Francisco, CA 94109  
\*\*\*\*\*

*San Francisco Department of Public Health, HIV Health Services*  
25 Van Ness Avenue, 3rd floor, San Francisco, CA 94102

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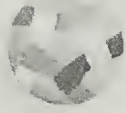
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**HIV Health Services Planning Council  
MEMBERSHIP COMMITTEE**

**DRAFT MINUTES**

**Monday, September 10th, 2007  
Department of Public Health**

**25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B**

**4:30-6:30 pm**

**Committee Members present:** Harris, Hicks (Co-Chair), Livingston, Molnar (Co-Chair), Prentice, Stevens

**Committee Members absent:** Herman

**Other Council Members present:** Banks, Siron

**Others Present:** David Navarro, Dean Goodwin (SF DPH HHS)

**Support Staff Present:** Enrique Asis, Ray West and Sally Frye

**1. Introductions**

The meeting was called to order at 4:40 p.m. by CM Molnar and everyone introduced themselves.

**2. Review/Approve Agenda**

The Agenda were reviewed and approved by consensus.

**3. Review/Approve August 13<sup>th</sup>, 2007 Minutes**

The Minutes were reviewed and approved by consensus.

**4. Announcements**

There were no announcements.

**5. Public Comment**

There were no public comments.

**6. Steering Committee Update**

There was no Steering Committee Update.

**7. Membership Interviews/Discussion – (Closed Session)**

There was no Public Comment prior to the Committee entering into closed session. Council Support report was favorable regarding applicant references.

The Committee interviewed the following candidate for a Full Council membership vote.

- David Navarro, Jr.

The Committee entered into Closed Session and interviewed all prospective candidates. The prospective candidate was questioned regarding prior community planning experience, advocacy, diversified community activity participation, other volunteer activities and potential contributions.

The applicant was also questioned regarding the reasoning behind their motivation to join the CARE Council.

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In addition, the global views of the candidate, the ability to accommodate the required time commitment, and the respective voice that would be brought to the table were questioned.

**Action**

**Vote**

**Mr. Navarro's recommendation was approved unanimously.**

- The Committee reviewed the following application for consideration to interview at the October Membership Committee:

- Kelly Hart

Following discussion regarding the demographics of the Council and the approach to "full capacity" it was agreed unanimously to invite Mr. Hart to interview at the October Membership Committee meeting.

**8. Report on Closed Session**

The Committee reported that David Navarro will be forwarded to Full CARE Council for Membership vote and an interview with applicant, Kelly Hart will be will be scheduled for the October meeting.

**9. Council Demographics Report**

The Committee reviewed and discussed both Council and EMA (Eligible Metropolitan Area)-wide demographics.

The Committee acknowledged areas of need include African American Women and Youth.

Discussion included:

- Suggestion that recruiting encompass consumers and providers
- Policy regarding "Full Capacity" protocol for candidate recruitment should be looked at.
- Recruitment of Youth
- Update of EMA-wide demographic statistics.

**Action**

Dean Goodwin will provide updated numbers for future Demographic Reports.

**10. Update on New Member Orientation, Mentor and Recruitment Assignments**

Mr. Asis reported that no orientation trainings are scheduled at this time and there are not mentor assignments.

**11. Council Member Attendance Report/Letters to Send/Renewals**

Council Support updated Committee on Attendance Letters sent, and status of Council Members. Committee reviewed a three-month (June, July, August) report on Council Member attendance. Committee decided whether to send letters to Council Members not meeting attendance requirements.

- Letters of Probation to be sent
  - CM Olgin

**Action** – Letter to be sent by Council Support.
- Review of Letters of Warning Sent
  - CM Cooper
  - CM Olgin
  - CM Ramos
- Review Possible Letters of Warning/Probation to be sent
  - CM Olgin

- Leave(s) of Absence
  - Status of Current Member(s)
    - 1) CM Pillatzke
 

**Action** – Letter to be sent by Council Support regarding end of leave of absence and resumption of Council Member duties.
- Requests for Leave(s) of Absence
  - None
- Review Renewals
  - None
- Resignations
  - CM Cordova
- Thank You for Service to the Council
  - None
- Dismissal Letters to Sent Due to Attendance Requirements
  - None

## 12. Discussion of Membership Recruitment Strategies and Exit Interviews

CM Stevens presented a handout regarding the process for new members from point of application through committee assignment.

The Committee reviewed and discussed the presentation and recommended amendments that CM Stevens will implement in the procedural flow. The revisions will be reviewed again at the next Committee meeting.

The Committee thanked CM Stevens for his work in compiling the information and the presentation format.

## 13. Review/Discussion of CARE Council Application Criteria Questions - VOTE

This item was tabled for discussion and vote until next month's meeting.

## 14. Review/Discussion of Member Committee Assignments Process and possible Assignment of Members to Committees

The following Committee assignments were affirmed by the Membership Committee:

CM Banks – Community Outreach and Advocacy  
 CM Livingston - Membership

## 15. Next Meeting Date & Agenda Items

*The next Membership Committee will be Monday, October 1, 2007, 25 Van Ness, Room 330B, San Francisco.*

*Agenda items:*

- Membership Capacity Protocol
- Membership motions procedure for presentation of Candidates to full Council
- Membership Application review
  - Disclosure of Sexuality

## 16. Adjournment

The meeting was adjourned at 6:17.







# HIV Health Services Planning Council

## MEMBERSHIP COMMITTEE

Monday, October 1, 2007

Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

5:00-7:00 pm

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1. **Introductions** Group 5:00
2. **Review/Approve Agenda** Group 5:02
3. **Review/Approve September 10, 2007 Minutes** Group 5:04
4. **Announcements** Group 5:06
5. **Public Comment** Group 5:11
6. **Steering Committee Update** Co-Chairs 5:16

*The Co-Chairs will update the committee on the Steering Committee meeting.*

7. **Membership Interviews/Discussion – VOTE (Closed Session)** Group 5:20  
*Public Comment will be taken before the Committee enters into closed session. Council Support will report on applicant references. The Committee will vote whether to forward applicants' names to the Full Council for a membership vote.*

- Kelly Hart

- **Review Application(s) Received and Determine Who to Invite for August Committee Interview from current applications received to include but not limited to the following:**

- Michael Blish

8. **Report on Closed Session** Group 5:35  
*The Committee briefly reports the final outcome of the closed session, including votes taken.*

9. **Council Demographics Report** Group 5:40  
*Review and discuss both Council and EMA (Eligible Metropolitan Area)-wide demographics.*

10. **Update on New Member Orientation, Mentor and Recruitment Assignments** Group 5:55

11. **Council Member Attendance Report/Letters to Send/Renewals** Group 6:00

*Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month (July, August, September) report on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.*

- *Review of Letters of Probation that have been sent*
  - *None*

- *Review of Letters of Warning Sent*
  - *None*
- *Probation Letters sent*
  - *CM Olgin*
- *Leave(s) of Absence*
  - *Status of Current Member(s)*
    - 1) *None*
- *Requests for Leave(s) of Absence*
  - *None*
- *Review Renewals*
  - *None*
- *Resignations*
  - *None*
- *Thank You for Service to the Council*
  - *None*
- *Dismissal Letters to Sent Due to Attendance Requirements*
  - *None*

## **12. Discussion of Membership Procedural Process and Flowchart - VOTE**

Group 6:05

- Membership Procedural Process from Application to Appointment and Committee Assignment
- Membership Capacity Protocol
- Membership Motions Procedure for Candidate Presentation to Full Council

## **13. Review/Discussion of CARE Council Application Criteria Questions - VOTE**

Group 6:30

- Disclosure of Sexuality

## **14. Review/Discussion of Member Committee Assignments Process and possible Assignment of Members to Committees - VOTE**

Group 6:40

- The following Members have indicated a Committee Assignment Request:
  - CM Mabry – Community Outreach and Advocacy
- The following Members have been sent Committee Assignment Request Forms:
  - CM Frazier
  - Hoffman
  - Harrison

## **15. Discussion/Election of Membership Committee Co-Chair - VOTE**

Group 6:45

## **16. Next Meeting Date & Agenda Items**

Group 6:55

*The next Membership Committee will identify agenda items for next month. The next Committee meeting date will be **Monday, November 5th, 2007, 25 Van Ness, Room 330B, San Francisco.***

## **17. Adjournment**

Group 7:00



**Mission Statement:**  
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730 Polk Street San Francisco, CA 94109*

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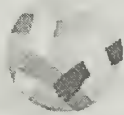
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**HIV Health Services Planning Council**  
**MEMBERSHIP COMMITTEE**  
**DRAFT MINUTES**  
**Monday, October 1, 2007**  
**Department of Public Health**  
**25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B**  
**5:00-7:00 pm**

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**Committee Members Present:** Herman, Livingston, Molnar (Co-Chair), Stevens, Hicks (Co-Chair), Harris

**Committee Members Absent:** Prentice

**Other Council Members Present:** Banks, Pearce

**Others Present:** Kelly Hart, Dean Goodwin (SF DPH HHS)

**Support Staff Present:** Ray West, Enrique Asis, Channing Wayne

**1. Introductions**

The meeting was called to order at 5:11PM and everyone introduced themselves, quorum was established upon the arrival of CM Harris.

**2. Review/Approve Agenda**

The agenda was reviewed and approved by consensus.

**3. Review/Approve September 10, 2007 Minutes**

The minutes were reviewed and approved by consensus.

**4. Announcements**

Ray West introduced Channing Wayne as the new Administrative Assistant for Planning Council Support.

**5. Public Comment**

There was no public comment.

**6. Steering Committee Update:**

There was no Steering Committee Update.

**7. Membership Interviews/Discussion**

There was no Public Comment prior to the Committee entering into closed session. Council support report was favorable regarding applicant references.

The Committee interviewed the following candidate for Council Membership:

Kelly Hart

Applicant was asked about his background and his motivation for wishing to join the council and specifically what communities he would represent.

**Action: Motion to forward Mr. Hart's application to the full CARE Council.  
Vote**

**Motion passed unanimously.**

- The Committee reviewed the following application for consideration to interview at the November Membership Committee.

- Michael Blish

Discussion included:

- Whether or not to invite a candidate to the November meeting considering the potential for Membership full capacity.
  - Whether a potential waiting period prior to interview invitations should be implemented and if so, this should be communicate potential futures candidates.

**Action – to invite Mr. Blish to interview in November, 2007**

**Vote**

**Motion passed unanimously.**

## **8. Report on Closed Session**

The Committee reported that Mr. Hart will be forwarded to the Full CARE Council for Membership vote and an interview with applicant Mr. Blish will be scheduled to the November Meeting.

## **9. Council Demographics Report**

The Committee postponed review and discussion both Council and EMA (Eligible Metropolitan Area)-wide demographics until the November meeting.

## **10. Update on New Member Orientation, Mentor and Recruitment Assignments**

Enrique Asis reported that the following new members and candidates attended the first Pre-Orientation on September 24:

- John Andrews
  - Anthony Evans
  - Kelly Hart
  - Cynthia Hoffman
  - David Navarro

The above have been invited back for the 2<sup>nd</sup> Pre-Orientation on Monday, October 15 and the final Orientation in November.

## **11. Council Member Attendance Report/Letters to Send/Renewals**

Council Support updated Committee on Attendance Letters sent, and status of Council Members. Committee reviewed a three-month (July, August, and September) report on Council Member attendance. Committee decided whether to send letters to Council Members not meeting attendance requirements.

- Reviewed Letters of Probation that have been sent
  - None
- Reviewed Letters of Warning Sent
  - None
- Probation Letters sent
  - CM Olgin



- Leave(s) of Absence
  - Status of Current Member(s)
    - 1) None
- Requests for Leave(s) of Absence
  - None
- Reviewed Renewals
  - None
- Resignations
  - None
- Thank You for Service to the Council
  - None
- Dismissal Letters Sent Due to Attendance Requirements
  - None

CM Molnar suggested that Jack Newby be present at the November meeting to clarify the Committee attendance requirements for CM Byers and CM Ellison.

## **12. Discussion of Membership Procedural Process and Flowchart**

CM Stevens presented an amended handout regarding the process for new members from point of application through committee assignment.

The Committee reviewed and discussed the amended presentation. Council Member Stevens will again present another amended version at next month's meeting.

## **13. Review/Discussion of CARE Council Application Criteria Questions**

- **Sexuality**

This item was not discussed.

## **14. Review/Discussion of Member Committee Assignments Process and possible Assignment of Members to Committees**

The following committee assignments were made:

- John Andrews: Planning
- Anthony Evans: Policy and Evaluation
- Donald Frazier: Membership
- Cynthia Hoffman: Policy and Evaluation
- David Navarro: Community Outreach and Support

## **15. Discussion/Election of Membership Committee Co-Chair**

This item was not discussed.

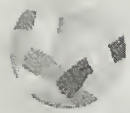
## **16. Next Meeting Date & Agenda Items**

The next meeting will be 5:00-7:00, Monday November 5, 2007, 25 Van Ness

## **17. Adjournment**

The meeting was adjourned at 7:15 pm.





# HIV Health Services Planning Council

## MEMBERSHIP COMMITTEE

Monday, November 5th, 2007

Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

5:00-7:00 pm

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### *Draft Agenda*

1. **Introductions** Group 5:00
2. **Review/Approve Agenda** Group 5:02
3. **Review/Approve October 1, 2007 Minutes** Group 5:04
4. **Announcements** Group 5:06
5. **Public Comment** Group 5:11
6. **Steering Committee Update** Co-Chairs 5:16  
*The Co-Chairs will update the committee on the Steering Committee meeting.*
7. **Membership Interviews/Discussion – VOTE (Closed Session)** Group 5:20  
*Public Comment will be taken before the Committee enters into closed session. Council Support will report on applicant references. The Committee will vote whether to forward applicants' names to the Full Council for a membership vote.*
  - Michael Blish
  - **Review Application(s) Received and Determine Who to Invite for December Committee Interview from current applications received to include but not limited to the following:**
    - To Be Determined
8. **Report on Closed Session** Group 5:35  
*The Committee briefly reports the final outcome of the closed session, including votes taken.*
9. **Council Demographics Report** Group 5:40  
*Review and discuss both Council and EMA (Eligible Metropolitan Area)-wide demographics.*
10. **Update on New Member Orientation, Mentor and Recruitment Assignments** Group 5:55
11. **Council Member Attendance Report/Letters to Send/Renewals** Group 6:00  
*Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month (August, September, October) report on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.*

- *Review of Letters of Probation that have been sent*
  - *None*
- *Review of Potential Letters of Warning/Probation to Be Sent*
  - *To Be Determined*
- *Probation Letters sent*
  - *None*
- *Leave(s) of Absence*
  - *Status of Current Member(s)*
    - 1) *None*
- *Requests for Leave(s) of Absence*
  - *None*
- *Review Renewals*
  - *None*
- *Resignations*
  - *CM Herman*
- *Thank You for Service to the Council*
  - *None*
- *Dismissal Letters to Sent Due to Attendance Requirements*
  - *None*

**12. Discussion of Membership Procedural Process and Flowchart - VOTE** Group 6:05

- Membership Procedural Process from Application to Appointment and Committee Assignment
- Membership Capacity Protocol
- Membership Motions Procedure for Candidate Presentation to Full Council

**13. Review/Discussion of CARE Council Application Criteria Questions - VOTE**

Group 6:30

- Disclosure of Sexuality

**14. Review/Discussion of Member Committee Assignments Process and possible Assignment of Members to Committees - VOTE**

Group 6:40

- The following Members have indicated a Committee Assignment Request:
  - None
- The following Members have been sent Committee Assignment Request Forms:
  - CM Harrison

**15. Discussion/Election of Membership Committee Co-Chair - VOTE**

Group 6:45

**16. Next Meeting Date & Agenda Items**

Group 6:55

*The next Membership Committee will identify agenda items for next month. The next Committee meeting date will be **Monday, December 10th, 2007, 25 Van Ness, Room 330B, San Francisco.***

**17. Adjournment**

Group 7:00



**Mission Statement:**  
***To recruit, screen, train and retain Council Members.***

Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.

*HIV Health Services Planning Council  
730 Polk Street San Francisco, CA 94109*

\*\*\*\*\*

*San Francisco Department of Public Health, HIV Health Services  
25 Van Ness Avenue, 3rd floor, San Francisco, CA 94102*

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*Citizens are encouraged to testify at Committee meetings and to write letters to the co-chairs of a Committee or to Council members, c/o HIV Health Services Planning Council, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.*

*Agendas are available on the Internet at <http://www.dph.sf.ca.us/Meetings/meetings.htm>*

**THE AGENDA PACKET IS AVAILABLE FOR REVIEW AT**  
***HIV Health Services Planning Council Office, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.***





**HIV Health Services Planning Council**

**MEMBERSHIP COMMITTEE**

**DRAFT MINUTES**

**Monday, November 5th, 2007**

**Department of Public Health**

**25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B**

**5:00-7:00 pm**

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**Committee Members Present:** Molnar (Co-Chair), Frazier, Prentice, Stevens

**Committee Members Absent:** Harris, Hicks, Livingston

**Other Council Members Present:** Banks, Manley, Pearce, Siron

**Others Present:** Michael Blish, (Council Candidate), Dean Goodwin (SF DPH HHS)

**Council Support Staff Present:** Enrique Asis, Channing Wayne

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**1. Introductions**

The meeting was called to order by Co-Chair Molnar at 5:11 pm and everyone introduced themselves.

**2. Review/Approve Agenda**

The Agenda was reviewed and approved unanimously.

**3. Review/Approve October 1, 2007 Minutes**

The October 1, 2007 Minutes were reviewed and approved unanimously.

**4. Announcements**

There were no announcements.

**5. Public Comment**

There was no public comment.

**6. Steering Committee Update**

There was no Steering Committee update.

**7. Membership Interviews/Discussion – (Closed Session)**

There was no public comment on this item. Council support reported favorably on Candidates references.

The committee interviewed the following candidate:

- Michael Blish

The committee asked Mr. Blish about his motivation behind his decision to apply for council membership. Also asked was which communities he would represent and be a part of.



**Action: Motion to forward Mr. Blish's application to full council.**

**Vote:**

**Motion passes unanimously.**

## **8. Report on Closed Session**

The Council reported that Mr. Blish's application will be forwarded to the full Council.

## **9. Council Demographics Report**

Council Member Pearce discussed the fact that there were discrepancies in the Epidemiology Report's numbers and the numbers on the 2006 grant application. Discussion included:

- The CDC uses ramped up numbers with the basis that 25% of HIV positive individuals don't know their status. However it is not scientific when they distribute the numbers to the various demographic categories.
- It was stated that the demographic percentages are more important to this committee than the actual numbers.
- A vote will be held at next month's meeting to decide if the committee will use the grant application numbers or the epidemiology report.

## **10. Update on New Member Orientation, Mentor and Recruitment Assignments**

- Enrique Asis announced that there will be a new member orientation for 5 Council Members and two Council Support Staff on November 15, 2007. During this training Enrique Asis will explain the differences between the Ryan White Care Act and The Ryan White Treatment and Modernization Act.
- Also to be discussed will be how to read the spreadsheets with the dollar amounts.
- It was also discussed that new members had asked for training and it was suggested that there be an annual training for council members to go over spreadsheets, budgets, and acronyms.
- CM Banks announced that CM Ramos of the SFAF announced that he would be willing to have an accountant hold a seminar for council members to educate them on spreadsheets and financial data.
- CM Prentice announced that he felt that any training should include Council Support so that everyone is on the same page.

A discussion followed regarding technology equity. Discussion included:

- CM Banks introduced comments on the following:
  - That providers had an edge over consumers because consumers are on fixed income and cannot afford computers.

- He suggested that the council formulate a plan to help consumer council members obtain computers.
- He suggested that someone approach Apple or Dell to see if a charitable donation is possible.
- He was not trying to pass the buck of the work in obtaining computers but that he felt that he did not have the telephone “savvy” to reach the corporate donors.
- CM Pearce replied that to spend money on computers would mean taking it from a service category. He suggested that perhaps the Council set up a booth with a computer possibly at Shanti to provide access to consumers on the Council.
- Co-Chair Molnar stated that he liked the idea of individual advocacy instead of Council Support as he did not think that grant writing was within the scope of power of Council Support.

#### **11. Council Member Attendance Report/Letters to Send/Renewals**

*Council Support updated the Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month (August, September, and October) report on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.*

- Review of Letters of Probation that have been sent
  - None
- Review of Potential Letters of Warning/Probation to Be Sent
  - To Be Determined
- Probation Letters sent
  - None
- Leave(s) of Absence
  - Status of Current Member(s)
    - 1) None
- Requests for Leave(s) of Absence
  - None
- Review Renewals
  - None
- Resignations
  - CM Herman
  - CM Kleffner
- Thank You for Service to the Council
  - Steven Herman
  - Dorothy Kleffner
- Dismissal Letters to Send Due to Attendance Requirements
  - Cruz Olgin

## 12. Discussion of Membership Procedural Process and Flowchart

- Membership Procedural Process from Application to Appointment and Committee Assignment

- Council Member Stevens presented a revised version of the Procedural Process from Application to Appointment and Committee Assignment. The council thanked him for his dedicated efforts.

**Action: Accept the revised version of the Flowchart with the last two lines of Step 5 being removed.**

**Vote**

**Motion Passes unanimously.**

- Membership Capacity Protocol
  - This item was not discussed and will be voted on at December's meeting.
- Motions Procedure for Candidate Presentation to Full Council
  - This item was discussed during the Procedural Process and Flowchart.

## 13. Review/Discussion of CARE Council Application Criteria Questions

- Disclosure of Sexuality

There was discussion of this item, however, it was stated that HRSA regulations require the question to be on the application. It is still up to the applicant to decide whether he/she chooses to state his/her sexuality.

## 14. Review/Discussion of Member Committee Assignments Process and possible Assignment of Members to Committees - VOTE

➤ The following Members have indicated a Committee Assignment Request:

- Hart- 1<sup>st</sup> choice COA, 2<sup>nd</sup> choice Planning
- Harrison-1<sup>st</sup> choice COA, 2<sup>nd</sup> choice Policy and Evaluation

**Action: Assign Council Member Hart and Council Member Harrison to their 2<sup>nd</sup> choice committee assignment as both had selected as their first choice the COA committee which presently has 9 members.**

**Vote**

**Motion passes unanimously.**

## 15. Discussion/Election of Membership Committee Co-Chair

Nominations were opened for the Co-Chair seat being vacated by Co-Chair Molnar.

Council Member Nominating	Nominee	Accept/Decline
Molnar	Stevens	Accepted

<b>Banks</b>	<b>Prentice</b>	<b>Declined</b>
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**Action: Elect Council Member Stevens Co-chair.**

**Vote**

**Passes unanimously.**

#### **16. Next Meeting Date & Agenda Items**

The next Committee meeting date will be **Monday, December 10th, 2007, 25 Van Ness, Room 330B, San Francisco.**

Agenda Items to be included:

- o Discussion of Membership Capacity Protocol

#### **17. Adjournment**

The meeting was adjourned by Co-Chair Molnar at 7:00 PM.





**HIV Health Services Planning Council**  
**MEMBERSHIP COMMITTEE**  
**Monday, December 10th, 2007**  
**Department of Public Health**  
**25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B**  
**4:30 – 6:30 pm**

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## *Draft Agenda*

1. **Introductions** Group 4:30
2. **Review/Approve Agenda** Group 4:32
3. **Review/Approve November 5th, 2007 Minutes** Group 4:34
4. **Announcements** Group 4:36
5. **Public Comment** Group 4:41
6. **Steering Committee Update** Co-Chairs 4:46  
*The Co-Chairs will update the committee on the Steering Committee meeting.*
7. **Membership Interviews/Discussion – VOTE (Closed Session)** Group 4:50  
*Public Comment will be taken before the Committee enters into closed session. Council Support will report on applicant references. The Committee will vote whether to forward applicants' names to the Full Council for a membership vote.*
  - **Review Application(s) Received and Determine Who to Invite to interview at the January 2008 Committee meeting from current applications received which include but are not limited to the following:**
    - Ronald Jewell
    - Paul Margolis
8. **Report on Closed Session** Group 5:05  
*The Committee briefly reports the final outcome of the closed session, including votes taken.*
9. **Council Demographics Report** Group 5:10  
*Review and discuss both Council and EMA (Eligible Metropolitan Area)-wide demographics.*
10. **Update on New Member Orientation, Mentor and Recruitment Assignments** Group 5:25
11. **Council Member Attendance Report/Letters to Send/Renewals** Group 5:30  
*Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month (September, October, November) report on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.*

- *Review of Letters of Probation that have been sent*
  - None
- *Review of Potential Letters of Warning/Probation to Be Sent*
  - CM Antonetty
  - CM Brown
- *Probation Letters sent*
  - None
- *Leave(s) of Absence*
  - *Status of Current Member(s)*
    - 1) None
- *Requests for Leave(s) of Absence*
  - None
- *Review Renewals*
  - CM Philip 1/1/08
  - CM Antonetty 2/1/08
- *Resignations*
  - None
- *Thank You for Service to the Council*
  - None
- *Dismissal Letters to Sent Due to Attendance Requirements*
  - None

**12. Discussion of Committee Membership Procedural Processes - VOTE** Group 5:35

- Membership Capacity Protocol
- Membership Motions Procedure for Candidate Presentation to Full Council

**13. Review/Discussion of Membership Application - VOTE** Group 6:00

*The Committee will review the current Membership Application and discuss updating the application.*

**14. Review/Discussion of Member Committee Assignments Process and possible Assignment of Members to Committees - VOTE** Group 6:20

- The following Members have indicated a Committee Assignment Request:
  - There are no current Committee Assignment Requests at this time.
- The following Members have been sent Committee Assignment Request Forms:
  - There have been no Committee Assignment Request Forms sent.

**15. Next Meeting Date & Agenda Items** Group 6:25

*The next Membership Committee will identify agenda items for next month. The next Committee meeting date will be **Monday, January 7th, 2007, 25 Van Ness, Room 330B, San Francisco from 5 until 7 p.m.***

**16. Adjournment** Group 6:30

**Mission Statement:**  
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**HIV Health Services Planning Council**  
**MEMBERSHIP COMMITTEE**  
***Draft Minutes***  
**Monday, December 10th, 2007**  
**Department of Public Health**  
**25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B**  
**4:30 – 6:30 pm**

---

**Committee Members Present:** Stevens (Co-Chair), Frazier, Harris, Hicks (Co-Chair), Molnar

**Committee Members Absent:** Livingston, Prentice

**Other Council Members Present:** Manley, Pearce

**Others Present:** Bill Blum (SF DPH HHS)

**Council Support Staff Present:** Enrique Asis, Channing Wayne

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**1. Introductions**

The meeting was called to order at 4:30 pm by Co-Chair Stevens and everyone introduced themselves. Quorum was established.

**2. Review/Approve Agenda**

The agenda was reviewed and approved unanimously.

**3. Review/Approve November 5th, 2007 Minutes**

The November 5<sup>th</sup> Minutes were reviewed and unanimously approved.

**4. Announcements**

Enrique Asis announced that there were two applications for the committee to review and that both had been to the required full council meeting.

Co-Chair Molnar announced that CM Prentice had suggested that the Council go through LEAP training (Leadership and Advocacy Planning).

CM Harris announced that she had made phone calls regarding the proposal at last month's meeting regarding computers for consumers. Discussion included:

- The fact that there are legal issues surrounding giving equipment to consumers and how these issues would work themselves out.
- The discussion was stopped and agreed that since this was not an agenda item that it be tabled until next month's meeting.

**5. Public Comment**

There was no public comment.

**6. Steering Committee Update**

There was no Steering Committee Update.

## **7. Membership Interviews/Discussion – VOTE (Closed Session)**

- The Committee reviewed Application(s) received and determined who to invite to interview at the January 2008 Committee meeting. These following applications were reviewed:

- Ronald Jewell
- Paul Margolis

There was discussion surrounding the demographics and the issues surrounding the vacant seats on the Council.

Discussion included:

- How was the council meeting the quotas that represent the EMA?
- How the possibility of losing two members would dictate the outcome of members to be recruited and interviewed for the open seats.

After discussion it was moved (Pearce/Hicks) to accept the applications of both Ronald Jewell and Paul Margolis be invited to the January meeting for an interview.

## **8. Report on Closed Session**

There was no report on closed session as the committee did not enter into closed sessions.

## **9. Council Demographics Report**

Discussion included:

- Reaching out to youth oriented organizations to try to recruit young members.  
Suggestions included:
  - Lyric
  - Huckleberry House
  - Bay Area Positives

## **10. Update on New Member Orientation, Mentor and Recruitment Assignments**

Enrique Asis announced during announcements that there was a training/orientation for new and potential council's members and 2 new council support staff. He stated that the evaluations were overwhelmingly positive and that the day was successful.

## **11. Council Member Attendance Report/Letters to Send/Renewals**

Council Support updated the Committee on Attendance Letters sent, and status of Council Members. Committee reviewed a three-month (September, October, and November) report on Council Member attendance. Committee decided whether to send letters to Council Members not meeting attendance requirements.

- Review of Letters of Probation that have been sent
  - None
- Review of Potential Letters of Warning/Probation to Be Sent
  - CM Antonetty
  - CM Brown

- Probation Letters sent
  - None
- Leave(s) of Absence
  - Status of Current Member(s)
    - 1) None
- Requests for Leave(s) of Absence
  - None
- Review Renewals
  - CM Philip 1/1/08
  - CM Antonetty 2/1/08

**Action:** Vote to move renewals of both Council Member Philip and Council Member Antonetty to full council for renewal.

- Resignations
  - None
- Thank You for Service to the Council
  - None
- Dismissal Letters to Sent Due to Attendance Requirements
  - None

The committee discussed sending the letter to Council Member Tracy Brown.  
Discussion included:

  - The need for clarification of policy regarding how leaves of absences are handled, how often are leave of absences are allowed and how to deal with Council Member that does not communicate.

## 12. Discussion of Committee Membership Procedural Processes - VOTE

- Membership Capacity Protocol
  - There was discussion surrounding this item. Discussion included:
    - When Council is at capacity applicants should be invited to observe until a position opens up and that there would be a cue.
    - Candidates should be observed as to their endeavor and interest to do the work necessary to fulfill the duties of Council Membership.
    - CM Harris asked if there was a process for exit interviews so that we can get information as to whether or not we are supporting the needs of the Council Members.
    - It was suggested that the exit interview be a set of written questions and be a part of the resignation procedure.
    - Part of Orientation should be that the exit interview be introduced to the candidate during Orientation so that the potential candidates know that this is expected of them upon termination of membership.



- Membership Motions Procedure for Candidate Presentation to Full Council
  - This item was not discussed.

### 13. Review/Discussion of Membership Application - VOTE

The committee reviewed the membership application and discussed the added/changed portions. Discussion included:

- The application was written confusingly and that even some of our members would need clarification as to what some of the terms (e.g. non-aligned consumer:
  - Not employed by, not on governing board of and do not have any professional or financial interested in a provider agency.
- The next topic discussed was the age and birth date question. It was suggested that only one or either/or be answered.
- Year of diagnosis questions -The committee wanted to know if this was mandated by HRSA.
- Race/Ethnicity- Should we say “check all that apply” or have an “other / unknown / multiracial box”?

### 14. Review/Discussion of Member Committee Assignments Process and possible Assignment of Members to Committees - VOTE

- The following Members have indicated a Committee Assignment Request:
  - There are no current Committee Assignment Requests at this time.
- The following Members have been sent Committee Assignment Request Forms:
  - There have been no Committee Assignment Request Forms sent.

It was suggested that some form of consistency be established to the assigned committee process. In the past letters have been sent out to all members to pick their 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choices and some members did not respond. Questions were asked as to what timeline we are working with and what the process will be.

### 15. Next Meeting Date & Agenda Items

*The Membership Committee identified agenda items for next month. The next Committee meeting date will be **Monday, January 7th, 2007, 25 Van Ness, Room 330B, San Francisco from 5 until 7 p.m. Agenda items to be included are:***

- Member Committee Assignment Process
- Membership Application
- Access to computers for consumers

### 16. Adjournment

The meeting was adjourned at 6:20 PM by Co-Chair Stevens.





# HIV Health Services Planning Council

## MEMBERSHIP COMMITTEE

Monday, January 7, 2008

Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

5:00 – 7:00 pm

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### *Draft Agenda*

1. **Introductions** Group 5:00
2. **Review/Approve Agenda** Group 5:02
3. **Review/Approve December 10, 2007 Minutes** Group 5:04
4. **Announcements** Group 5:06
5. **Public Comment** Group 5:11
6. **Steering Committee Update** Co-Chairs 5:16

*The Co-Chairs will update the committee on the Steering Committee meeting.*

7. **Membership Interviews/Discussion – VOTE (Closed Session)** Group 5:20

*Public Comment will be taken before the Committee enters into closed session. Council Support will report on applicant references. The Committee will vote whether to forward applicants' names to the Full Council for a membership vote.*

- Ronald Jewell
- Paul Margolis

- **Review Application(s) Received and Determine Who to Invite to interview at the February 2008 Committee meeting from current applications received which include but are not limited to the following:**

- Robert Oropeza

8. **Report on Closed Session** Group 5:45

*The Committee briefly reports the final outcome of the closed session, including votes taken.*

9. **Council Demographics Report** Group 5:50

*Review and discuss both Council and EMA (Eligible Metropolitan Area)-wide demographics.*

10. **Update on New Member Orientation, Mentor and Recruitment Assignments** Group 6:05

11. **Council Member Attendance Report/Letters to Send/Renewals** Group 6:10

*Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month (October, November, December) report on*

*Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.*

- *Review of Letters of Probation that have been sent*
  - *None*
- *Review of Potential Letters of Warning/Probation to Be Sent*
  - *To Be Determined*
- *Probation Letters sent*
  - *None*
- *Leave(s) of Absence*
  - *Status of Current Member(s)*
    - 1) *None*
      - *Review and Discuss Leave of Absence policy*
- *Requests for Leave(s) of Absence*
  - *None*
- *Review Renewals*
  - *CM Siron 3/1/08*
  - *CM Thomas 3/1/08*
- *Resignations*
  - *None*
- *Thank You for Service to the Council*
  - *None*
- *Dismissal Letters to Sent Due to Attendance Requirements*
  - *None*

**12. Discussion of Committee Membership Procedural Processes - VOTE** Group 6:15

- Membership Capacity Protocol
- Membership Motions Procedure for Candidate Presentation to Full Council

**13. Review/Discussion of Membership Application - VOTE** Group 6:35

*The Committee will continue reviewing the current Membership Application and discuss updating the application.*

**14. Review/Discussion of Member Committee Assignments Process and possible Assignment of Members to Committees - VOTE** Group 6:50

- The following Members have indicated a Committee Assignment Request:
  - There are no current Committee Assignment Requests at this time.
- The following Members have been sent Committee Assignment Request Forms:
  - There have been no Committee Assignment Request Forms sent.

**15. Next Meeting Date & Agenda Items** Group 6:55

*The next Membership Committee will identify agenda items for next month. The next Committee meeting date will be **Monday, February 11, 2008, 25 Van Ness, Room 330B, San Francisco from 4:30 until 6:30 p.m.***

**16. Adjournment** Group 7:00

**Mission Statement:**  
**To recruit, screen, train and retain Council Members.**

Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.

*HIV Health Services Planning Council  
730 Polk Street San Francisco, CA 94109*

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*San Francisco Department of Public Health, HIV Health Services  
25 Van Ness Avenue, 3rd floor, San Francisco, CA 94102*

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# HIV Health Services Planning Council

## MEMBERSHIP COMMITTEE

Monday, February 11<sup>th</sup>, 2008

Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

4:30-6:30 pm

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### *Draft Agenda*

1. **Introductions** Group 4:30
2. **Review/Approve Agenda** Group 4:32
3. **Review/Approve December 10, 2007 Minutes** Group 4:34
4. **Announcements** Group 4:36
5. **Public Comment** Group 4:41
6. **Steering Committee Update** Co-Chairs 4:46

*The Co-Chairs will update the committee on the Steering Committee meeting.*

7. **Membership Interviews/Discussion – VOTE (Closed Session)** Group 4:50

*Public Comment will be taken before the Committee enters into closed session. Council Support will report on applicant references. The Committee will vote whether to forward applicants' names to the Full Council for a membership vote.*

- Ronald Jewell
- Paul Margolis

- **Review Application(s) Received and Determine Who to Invite to interview at the February 2008 Committee meeting from current applications received which include but are not limited to the following:**

- Robert Oropeza
- Anna Heath

8. **Report on Closed Session** Group 5:15

*The Committee briefly reports the final outcome of the closed session, including votes taken.*

9. **Council Demographics Report** Group 5:20

*Review and discuss both Council and EMA (Eligible Metropolitan Area)-wide demographics.*

10. **Update on New Member Orientation, Mentor and Recruitment Assignments** Group 5:35

11. **Council Member Attendance Report/Letters to Send/Renewals** Group 5:40

*Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month report (November/December 2007 and January*

2008) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.

- Review of Letters of Probation that have been sent
  - None
- Review of Potential Letters of Warning/Probation to Be Sent
  - CM Blish
  - CM Evans
  - CM Harrison
  - CM Penagos
- Probation Letters sent
  - None
- Leave(s) of Absence
  - Status of Current Member(s)
    - 1) None
      - Review and Discuss Leave of Absence policy
- Requests for Leave(s) of Absence
  - None
- Review Renewals
  - CM Philip 1/1/08
  - CM Antonetty 2/1/08
  - CM Siron 3/1/08
  - CM Thomas 3/1/08
- Resignations
  - None
- Thank You for Service to the Council
  - None
- Dismissal Letters to Sent Due to Attendance Requirements
  - None

**12. Discussion of Committee Membership Procedural Processes - VOTE** Group 5:45

- Membership Capacity Protocol
- Membership Motions Procedure for Candidate Presentation to Full Council

**13. Review/Discussion of Membership Application - VOTE** Group 6:05

*The Committee will continue reviewing the current Membership Application and discuss updating the application.*

**14. Review/Discussion of Member Committee Assignments Process and possible Assignment of Members to Committees - VOTE** Group 6:20

- The following Members have indicated a Committee Assignment Request:
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- The following Members have been sent Committee Assignment Request Forms:
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**15. Next Meeting Date & Agenda Items** Group 6:25

The next Membership Committee will identify agenda items for next month. The next Committee meeting date will be **Monday, February 11, 2008, 25 Van Ness, Room 330B, San Francisco from 4:30 until 6:30 p.m.**

## 16. Adjournment

Group 6:30

<p style="text-align: center;"><b>Mission Statement:</b> <b>To recruit, screen, train and retain Council Members.</b></p>
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**HIV Health Services Planning Council**

**MEMBERSHIP COMMITTEE**

**Monday, February 11<sup>th</sup>, 2008**

**Department of Public Health**

**25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B**

**4:30-6:30 pm**

---

***Draft Minutes***

**Committee Members Present: Stevens (Co-Chair), Hicks (Co-Chair) Frazier, Livingston, Molnar**

**Committee Members Absent: Harris, Prentice**

**Other Council Members Present: Siron, Pearce**

**Others Present: Dean Goodwin (SF DPH HHS), Lee Jewell (candidate for membership), Paul Margolis (candidate for membership)**

**Council Support Staff Present: Channing Wayne**

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**1. Introductions**

The meeting was called to order at 4:30 PM by Co-Chair Hicks and everyone introduced themselves. Quorum was established.

**2. Review/Approve Agenda**

The agenda was reviewed and approved by consensus.

**3. Review/Approve December 10, 2007 Minutes**

The December 10<sup>th</sup> Minutes were reviewed and approved by consensus.

**4. Announcement**

There were no announcements.

**5. Public Comment**

There was no public comment.

**6. Steering Committee Update**

There was no Steering Committee Update

**7. Membership Interviews/Discussion – VOTE (Closed Session)**

- Lee Jewell
  - The committee interviewed Lee Jewell asking him the standard set of interview questions and giving him the opportunity to ask questions.
- Paul Margolis

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- The committee interviewed Paul Margolis, asking him the standard set of interview questions and giving him the opportunity to ask questions.
  - The committee entered into closed session to discuss the interview process.

**Action: To accept Paul Margolis and forward his application to the full Council.**

**Ayes: 4**

**Nays: 1**

**Abstentions: 2**

**Motion passes by consensus.**

**Council Support Directives: Call Mr. Margolis and let him know the outcome of the vote.**

**Action: To accept Lee Jewell and forward his application to the full Council.**

**Ayes: 6**

**Nays: 0**

**Abstentions: 1**

**Motion passes by consensus.**

**Council Support Directives: Call Mr. Jewell and let him know the outcome of the vote.**

➤ **Review Application(s) Received and Determine Who to Invite to interview at the March 2008 Committee meeting from current applications received which include but are not limited to the following:**

- Robert Oropeza
  - There were Council Members who felt that his attendance during his last tenure was not acceptable and they requested more information. A decision to vote whether to interview him was postponed until the March Membership Committee meeting when they will have the data from Council support.
- Anna Heath
  - It was unanimously agreed to invite Ms. Heath to the March meeting.

**Council Support Directives:**

- **To provide Mr. Oropeza's attendance during his last tenure on the Council.**
- **To call Ms. Heath and let her know of the outcome of the vote.**

**8. Report on Closed Session**

The committee briefly reported on the outcome of the closed session.

## **9. Council Demographics Report**

### Council Support Directives:

- Have Enrique let the committee know which ethnicity Susan Philip falls under.
- Help in recruiting efforts of transgenders, Asian/Pacific Islander and youth.

## **10. Update on New Member Orientation, Mentor and Recruitment Assignments**

This item was not discussed.

## **11. Council Member Attendance Report/Letters to Send/Renewals**

Council Support updated the Committee on Attendance Letters sent, and status of Council Members. Committee reviewed a three-month report (November/December 2007 and January 2008) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.

- Review of Letters of Probation that have been sent
  - None
- Review of Potential Letters of Warning/Probation to Be Sent
  - CM Blish
  - CM Evans
  - CM Harrison
  - CM Penagos
- Probation Letters sent
  - None
- Leave(s) of Absence
  - Status of Current Member(s)
    - 1) None
      - Review and Discuss Leave of Absence policy
- Requests for Leave(s) of Absence
  - None
- Review Renewals
  - CM Philip 1/1/08
  - CM Antonetty 2/1/08
  - CM Siron 3/1/08
  - CM Thomas 3/1/08
- Resignations
  - None
- Thank You for Service to the Council
  - None
- Dismissal Letters to Send Due to Attendance Requirements
  - None



## 12. Discussion of Committee Membership Procedural Processes - VOTE

- Membership Capacity Protocol
  - The committee discussed the procedural process formulated by Co-Chair Stevens. It has been suggested that there is a cue and that we fill the positions based on the demographic need. Discussion included:
    - How do we replace a member that leaves the council? If we lose an African-American, do we replace him/her with an African-American or do we choose based on the demographic need of the council.-The council would choose based on the demographic need of the council.
    - Seats mandated by HRSA will be filled with a candidate that fits the requirement of the seat, however, the committee amended the proposal to state that if there is more than one member of the council that fills the qualifications of a mandated seat and the official representative leaves, the other member will satisfy this requirement leaving the seat open for the next qualified candidate in the cue.
    - If demographics are not an issue, the selection would be based on the chronology of the applicants.

**Action: To send the document for the membership procedural processes with the amendment regarding the mandated seats to the Steering Committee.**

**Ayes: 6**

**Nays: 0**

**Motion passes unanimously.**

- Membership Motions Procedure for Candidate Presentation to Full Council
  - This item was not discussed.

## 13. Review/Discussion of Membership Application - VOTE

There was discussion that included:

- If asking the question about year of diagnosis is not a HRSA requirement, is it relevant information to the council. If it is a requirement should there be a decline to state option?

### **Council Support Directives:**

- Research whether HRSA mandates the question of year of diagnosis.

## 14. Review/Discussion of Member Committee Assignments Process and possible Assignment of Members to Committees - VOTE

There were no committee requests or assignments.

## 15. Next Meeting Date & Agenda Items

The next Membership Committee will identify agenda items for next month. The next Committee meeting date will be **Monday, March 10, 2008, 25 Van Ness, Room 330B, San Francisco from 4:30 until 6:30 p.m. Agenda items to be included:**

- The procedure of renewing an application.



- Review/discussion of membership application.

- Is the year of diagnosis question mandated by HRSA and if so, there should be no option of decline to state.

## **16. Adjournment**

The meeting was adjourned at 6:35 PM by Co-Chair Hicks.

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# HIV Health Services Planning Council

## MEMBERSHIP COMMITTEE

Monday, March 10th, 2008

Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

4:30-6:30 pm

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### *Draft Agenda*

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3. **Review/Approve February 11<sup>th</sup>, 2008 Minutes** Group 4:34
4. **Announcements** Group 4:36
5. **Public Comment** Group 4:41
6. **Steering Committee Update** Co-Chairs 4:46  
*The Co-Chairs will update the committee on the Steering Committee meeting.*
7. **Membership Interviews/Discussion – VOTE (Closed Session)** Group 4:50  
*Public Comment will be taken before the Committee enters into closed session. Council Support will report on applicant references. The Committee will vote whether to forward applicants' names to the Full Council for a membership vote.*
  - Anna Heath
  - **Review Application(s) Received and Determine Who to Invite to interview at the February 2008 Committee meeting from current applications received which include but are not limited to the following:**
    - Noah Briones
    - Jim McGrath
    - Robert Oropeza
8. **Report on Closed Session** Group 5:15  
*The Committee briefly reports the final outcome of the closed session, including votes taken.*
9. **Council Demographics Report** Group 5:20  
*Review and discuss both Council and EMA (Eligible Metropolitan Area)-wide demographics.*
10. **Update on New Member Orientation, Mentor and Recruitment Assignments** Group 5:30
11. **Council Member Attendance Report/Letters to Send/Renewals** Group 5:35  
*Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month report (December 2007 and January, February)*

2008) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.

- *Review of Letters of Probation that have been sent*
  - *None*
- *Review of Potential Letters of Warning/Probation to Be Sent*
  - *CM Blish*
  - *CM Evans*
  - *CM Harrison*
  - *CM Penagos*
- *Probation Letters sent*
  - *None*
- *Leave(s) of Absence*
  - *Status of Current Member(s)*
    - 1) *None*
      - *Review and Discuss Leave of Absence policy*
- *Requests for Leave(s) of Absence*
  - *None*
- *Review Renewals*
  - *CM Philip 1/1/08*
  - *CM Antonetty 2/1/08*
  - *CM Siron 3/1/08*
  - *CM Thomas 3/1/08*
  - *Catherine Newell 5/1/08*
- *Resignations*
  - *Jerry Prentice*
- *Thank You for Service to the Council*
  - *Jerry Prentice*
- *Dismissal Letters to be Sent Due to Attendance Requirements*
  - *None*

**12. Review/Discussion of Membership Renewal Application - VOTE**

Group 5:40

**13. Review/Discussion of Membership Application - VOTE**

Group 5:55

*The Committee will continue reviewing the current Membership Application and discuss updating the application.*



**14. Review/Discussion of Member Committee Assignments Process and possible Assignment of Members to Committees - VOTE**

Group 6:15

The following Members have indicated a Committee Assignment Request:

Name	Committee
Allgaier	As Assigned
Andrews	Flexible
Antonetty	Government and Provider Affairs
Banks	Membership
Frazier	Membership
Harris	Membership
Hart	Consumer and Minority Affairs
Hicks	Membership
Hoffman	Government and Provider Affairs
Mabry	Consumer and Minority Affairs
Manley	Government and Provider Affairs / POI
Molnar	Consumer and Minority Affairs / Membership
Newell	POI/Membership
Pearce	POI
Penagos	Consumer and Minority Affairs
Philip	POI
Scherich	Consumer and Minority Affairs / Government and Provider Affairs
Simmons	Government and Provider Affairs
Siron	Consumer and Minority Affairs
Soto	Government and Provider Affairs
Spaeth	Government and Provider Affairs / POI
Stevens	Membership
Sweetin	POI / Consumer and Minority Affairs / Government and Provider Affairs / OK with any
Thomas	POI

- The following have not indicated a preference to date:

Blish  
Cooper  
Jewell  
Livingston

Margolis  
Pillatzke  
Ramos  
Villarcé

## 15. Next Meeting Date & Agenda Items

Group 6:25

*The next Membership Committee will identify agenda items for next month. The next Committee meeting date will be **Monday, April 14, 25 Van Ness, Room 330A, San Francisco from 4:30 until 6:30 p.m.***

## 16. Adjournment

Group 6:30

### **Mission Statement:**

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# HIV Health Services Planning Council

## MEMBERSHIP COMMITTEE

Monday, April 14, 2008

Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330A DOCUMENTS DEPT.

4:30-6:30 pm

APR 11 2008

### *Draft Agenda*

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1. **Introductions** Group 4:30
2. **Nominations/Elections of Committee Co-Chairs - VOTE** Group 4:33
3. **Review/Approve Agenda** Group 4:36
4. **Review/Approve March 10th, 2008 Minutes** Group 4:37
5. **Announcements** Group 4:40
6. **Public Comment** Group 4:43
7. **Steering Committee Update** Co-Chairs 4:46

*The Co-Chairs will update the committee on the Steering Committee meeting.*

8. **Membership Interviews/Discussion – VOTE (Closed Session)** Group 4:50

*Public Comment will be taken before the Committee enters into closed session. Council Support will report on applicant references. The Committee will vote whether to forward applicants' names to the Full Council for a membership vote.*

- Noah Briones
- Jim McGrath
- Robert Oropeza

- **Review Application(s) Received and Determine Who to Invite to interview at the May 2008 Committee meeting from current applications received which include but are not limited to the following:**

- *There are currently no applications for review at this time.*

9. **Report on Closed Session** Group 5:20

*The Committee briefly reports the final outcome of the closed session, including votes taken.*

10. **Review of Request of George Simmons to rescind resignation and consider it a request for short-term leave of absence.** Group 5:22

*Review and discuss request for rescission of resignation and request for short-term leave of absence.*

11. **Council Demographics Report** Group 5:25

*Review and discuss both Council and EMA (Eligible Metropolitan Area)-wide demographics.*

**12. Update on New Member Orientation, Mentor and Recruitment Assignments**

Group 5:30

**13. Council Member Attendance Report/Letters to Send/Renewals**

Group 5:35

*Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month report (January, February and March 2008) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.*

- Review of Letters of Probation that have been sent
  - None
- Review of Potential Letters of Warning/Probation to Be Sent
  - CM Livingston (warning)
  - Jose Luis Villarce (warning)
- Probation/Warning Letters sent
  - CM Blish (warning)
- Leave(s) of Absence
  - Status of Current Member(s)
    - 1) None
      - Review and Discuss Leave of Absence policy
- Requests for Leave(s) of Absence
  - None
- Review Renewals - **(URGENT)**
  - CM Philip 1/1/08
  - CM Antonetty 2/1/08
  - CM Siron 3/1/08
  - CM Thomas 3/1/08
  - Catherine Newell 5/1/08
- Resignations
  - George Simmons (Pending Item#10 outcome)
- Thank You for Service to the Council
  - None
- Dismissal Letters to be Sent Due to Attendance Requirements
  - None

**14. Review/Discussion of Membership Renewal Application - VOTE**

Group 5:40

**15. Review/Discussion of Membership Application - VOTE**

Group 5:55

*The Committee will continue reviewing the current Membership Application and discuss updating the application.*

**16. Review/Discussion of Council Member Discipline and Removal Policy and Council Member Bill of Rights**

Group 6:05

*The Committee will review the current Discipline and Removal Policy and discuss the inception of a Council Member "Bill of Rights".*

**17. Next Meeting Date & Agenda Items**

Group 6:25

*The Membership Committee 2008 meeting dates will be determined at this meeting.*

**Mission Statement:**  
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*HIV Health Services Planning Council  
 730 Polk Street San Francisco, CA 94109*

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*San Francisco Department of Public Health, HIV Health Services  
 25 Van Ness Avenue, 3rd floor, San Francisco, CA 94102*

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# HIV Health Services Planning Council

## MEMBERSHIP COMMITTEE

Monday, May 5th, 2008

Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

5:00-7:00 pm

### *Draft Agenda*

1. **Introductions** Group 5:00
2. **Review/Approve Agenda** Group 5:06
3. **Review/Approve April 14th, 2008 Minutes** Group 5:07
4. **Announcements** Group 5:10
5. **Public Comment** Group 5:13
6. **Steering Committee Update** Co-Chairs 5:16
  - Steering Committee Retreat – Friday, May 9<sup>th</sup>, 2008, SF LGBT Center, 1800 Market.
7. **Update on New Member Orientation, Mentor and Recruitment Assignments** Group 5:20
  - Review/Discuss Draft Mentorship Policy Guidelines - VOTE
8. **Membership Interviews/Discussion – VOTE (Closed Session)** Group 4:55

*Public Comment will be taken before the Committee enters into closed session. Council Support will report on applicant references. The Committee will vote whether to forward applicants' names to the Full Council for a membership vote.*

  - Jim McGrath
  - Robert Oropeza

➤ **Review Application(s) Received and Determine Who to Invite to interview at the June 2008 Committee meeting from current applications received which include but are not limited to the following:**

  - *There are currently no applications for review at this time.*
9. **Report on Closed Session** Group 5:50

*The Committee briefly reports the final outcome of the closed session, including votes taken.*
10. **Council Demographics Report** Group 5:55

*Review and discuss both Council and EMA (Eligible Metropolitan Area)-wide demographics.*
11. **Council Member Attendance Report/Letters to Send/Renewals** Group 6:05

*Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month report (February, March and April 2008) on*

*Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.*

- *Review of Letters of Probation that have been sent*
  - *None*
- *Review of Potential Letters of Warning/Probation to Be Sent*
  - *CM Blish (probation)*
- *Probation/Warning Letters sent*
  - *Jose Luis Villarce (warning)*
- *Leave(s) of Absence*
  - *Status of Current Member(s)*
    - 1) *CM Livingston*
- *Requests for Leave(s) of Absence*
  - *CM Livingston*
- *Review Renewals*
  - *None*
- *Resignations*
  - *None*
- *Thank You for Service to the Council*
  - *None*
- *Dismissal Letters to be Sent Due to Attendance Requirements*
  - *None*

**12. Review/Discussion of New Draft Membership Resignation Procedures Policy - VOTE** Group 6:10

**13. Review/Discussion of Membership Renewal Application - VOTE** Group 6:20

**14. Review/Discussion of Membership Application - VOTE** Group 6:30

*The Committee will continue reviewing the current Membership Application and discuss updating the application.*

**15. Discussion of CARE Council Membership Retention** Group 6:45

**16. Next Meeting Date & Agenda Items** Group 6:55

*The next Membership Meeting is tentatively scheduled for Monday, June 9, 2008, 25 Van Ness Room 330B at 4:30 p.m.*

**17. Adjournment** Group 7:00

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# HIV Health Services Planning Council

## MEMBERSHIP COMMITTEE

**Monday, August 4th, 2008**

**Department of Public Health**

**25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B**

**4:30-6:30 pm**

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### Draft Agenda

1. Introductions Group 4:30
2. Review/Approve Agenda Group 4:36
3. Review/Approve July 7th, 2008 Minutes Group 4:37
4. Announcements Group 4:40
5. Public Comment Group 4:43
6. Steering Committee Update Co-Chairs 4:46

#### 9. Review and Approval of Mentoring Implementation- Vote

*Committee will review mentoring implementation as revised at previous meeting* Group 5:20

#### 10. Membership Interviews/Discussion – VOTE (Closed Session)

Group 5:35

*There was no closed session. (This is a standing Agenda Item)*

*Public Comment will be taken before the Committee enters into closed session. Council Support will report on applicant references. The Committee will vote whether to forward applicants' names to the Full Council for a membership vote.*

- *There are currently no interviews scheduled at this time.*

#### 11. Report on Closed Session - *There was no closed session. (This is a standing Agenda Item)*

Group 5:37

#### 12. Council Demographics Report

Group 5:40

*Review and discuss both Council and EMA (Eligible Metropolitan Area)-wide demographics.*

#### 13. Council Member Attendance Report/Letters to Send

Group 5:50

*Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month report (April, May and June 2008) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.*

- *Review of Letters of Probation that have been sent*
- *Review of Potential Letters of Warning/Probation to Be Sent*
- *Probation/Warning Letters sent*
- *Leave(s) of Absence*

- *Requests for Leave(s) of Absence*
- *Review Renewals*
- *Resignations*
- *Thank You for Service to the Council*
- *Dismissal Letters to be Sent Due to Attendance Requirements*

**15. Council Member Rights and Responsibilities Work Group Discussion** Group 6:05

- *The Co-Chairs will update the Committee on the status of this work group.*

**16. Next Meeting Date & Agenda Items** Group 6:25

*The next Membership Meeting is tentatively scheduled for Monday, August 4, 2008, 25 Van Ness Room 330B from 5:00 PM-7:00 PM.*

**17. Adjournment** Group 6:30

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# HIV Health Services Planning Council

## MEMBERSHIP COMMITTEE

Monday, August 4th, 2008

Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

4:30-6:30 pm

### Minutes

#### 1. Introductions

The meeting was called to order at 5:10 PM by Co-Chair Hicks

#### 2. Review/Approve Agenda

Reviewed and approved.

#### 3. Review/Approve July 7th, 2008 Minutes

Reviewed and approved at 5:15.

#### 4. Announcements

700 Notices will be going out by the State of CA

Marin will hold a Needs Assessment Focus Group on August 7, 2008

#### 5. Public Comment

No Public comment, no public present.

#### 6. Steering Committee Update

#### 7. Review and Approval of Mentoring Implementation- Vote

Committee will review mentoring implementation as revised at previous meeting

Unanimous passing vote of Mentoring Implementation Guidelines. Will be presented to the Full Council Meeting in September 22, 2008.

#### 8. Membership Interviews/Discussion – VOTE (Closed Session)

There was no closed session. (This is a standing Agenda Item)

Public Comment will be taken before the Committee enters into closed session. Council Support will report on applicant references. The Committee will vote whether to forward applicants' names to the Full Council for a membership vote.

- There are currently no interviews scheduled at this time.

#### 9. Report on Closed Session - There was no closed session. (This is a standing Agenda Item)

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## **10. Council Demographics Report**

Review and discuss both Council and EMA (Eligible Metropolitan Area)-wide demographics will happen at the next.

Randy Allgaier will ask Mary Kay to attend the next meeting and discuss the up to date demographics information

## **11. Council Member Attendance Report/Letters to Send**

Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month report (April, May and June 2008) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.

- Review of Letters of Probation that have been sent
- Review of Potential Letters of Warning/Probation to Be Sent
- Probation/Warning Letters sent
- Leave(s) of Absence

CM Billie Copper - (Returning October 1, 2008)

CM Marcus Mabry - (Returning October 1, 2008)

CM Johnson Livingston - (Returning October 1, 2008)

CM Veronica Pillatzke - (Returning October 1, 2008)

- Requests for Leave(s) of Absence
- Review Renewals
- Resignations
- Thank You for Service to the Council
- Dismissal Letters to be Sent Due to Attendance Requirements

## **12. Council Member Rights and Responsibilities Work Group Discussion**

- The Co-Chairs will update the Committee on the status of this work group.
- Two meetings July 9, 2008 and July 24, 2008.
- Joe Lynn & Hilda Jones presented the idea that a problem between Council Members is no a grievance, but actually Conflict Resolution and that process needs to be set-up in a meeting in September 2008 which is yet to be determined.
- Acknowledgement of the Co-Chairs Pearce's and Margolis' amazing facilitation of the Council Members Rights and Responsibilities Work Group.

## **13. Next Meeting Date & Agenda Items**

Leave of Absence – On LOA can or cannot VOTE during LOA and whether LOA would be cancelled because of appearance. Review the whole LOA Policy.

Mary Kay will speak about EPI.

Exit Interview process will be brought to meeting next time by Wade Flores.

Attendance System will continue to be discussed.

New Meeting Time is 5-7.

The next Membership Meeting is tentatively scheduled for Monday, September 8, 2008, 25 Van Ness Room 330B from 5:00 PM-7:00 PM.

**14. Adjournment** The meeting was adjourned at 6:30 pm by CM Hicks.

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# HIV Health Services Planning Council

## MEMBERSHIP COMMITTEE

Monday, September 8th, 2008

Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

5:00 -7:00 pm

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### Draft Agenda

1. **Introductions** Group 5:00
2. **Review/Approve Agenda** Group 5:03
3. **Review/Approve August 4<sup>th</sup> , 2008 Minutes** Group 5:05
4. **Announcements** Group 5:07
5. **Public Comment** Group 5:10
6. **Presentation of Demographics for San Francisco and the EMA** Marree Kay Parisi 5:12  
*Presentation of current San Francisco HIV Epidemiology Report and current statistics from Marin and San Mateo Counties*
7. **Council Demographics Report** Group 5:47  
*Review and discuss both Council and EMA (Eligible Metropolitan Area)-wide demographics.*
8. **Council Member Attendance Report/Letters to Send** Group 6:12  
*Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month report (April, May and June 2008) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.*  
*Review of Letters of Probation that have been sent*  
*Review of Potential Letters of Warning/Probation to Be Sent*  
*Probation/Warning Letters sent*  
*Leave(s) of Absence*  
*Requests for Leave(s) of Absence*  
*Review Renewals*  
*Resignations*  
*Thank You for Service to the Council*  
*Dismissal Letters to be Sent Due to Attendance Requirements*
9. **Council Member Renewals - VOTE** Group 6:20

## 10. Committee Assignments

- VOTE

Group 6:25

*The committee will review Council member committee requests for 08/09 and develop memberships for Membership, Community and Minority Affairs, Government and Provider Affairs and Points of Integration Committees*

## 11. Next Meeting Date & Agenda Items

Group 6:58

*The next Membership Meeting is tentatively scheduled for Monday, October 13, 2008, 25 Van Ness Room 330B from 5:00 PM-7:00 PM.*

## 12. Adjournment

Group 7:00

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**HIV Health Services Planning Council**

**MEMBERSHIP COMMITTEE**

**Monday, September 8th, 2008**

**Department of Public Health**

**25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B**

**5:00 -7:00 pm**

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***Draft Minutes***

**Committee Members Present:** Andrews, Banks, Flores, Frazier, Harris, Co-Chair Hicks, Margolis, Siron

**Committee Members Absent:** Livingston (LoA), Stevens (LoA)

**Others Present:** CM Molnar

**Support Staff Present:** Allgaier, Asis, Bryson, Lee, Zhovreboff

**1. Introductions**

The meeting was called to order at 5:11pm by Co-Chair Hicks. Everyone introduced themselves and quorum was established.

**2. Review/Approve Agenda**

The agenda was reviewed and approved by consensus. Next Rights and Responsibilities Work Group is scheduled for October 28<sup>th</sup>. The date was discussed.

**3. Review/Approve August 4<sup>th</sup>, 2008 Minutes**

The August 4<sup>th</sup> minutes were reviewed, CM Flores was added to "Absent" list; change was approved by consensus.

**4. Announcements**

Allgaier introduced the ~~income~~incoming new director, Greg Zhovreboff. The committee welcomed him.

Co-Chair Hicks announced that George Stevens is recuperating well from his surgery.

CM Flores Sept. 8<sup>th</sup>-15<sup>th</sup> the housing waiting list is open for Marin.

Co-Chair Hicks Exit interview review for next meeting

**5. Public Comment**

There was none.

**6. Presentation of Demographics for San Francisco and the EMA**

Marree Kay Parisi from the Department of Public Health presented a current San Francisco HIV Epidemiology Report and current statistics from Marin and San Mateo Counties. Questions were raised about numbers for incarcerated persons. CM Andrews and Mark Molnar questioned the

numbers based on an article sent to Council Members through the Yahoo! Group. Maree Kay has agreed to go over and clarify the reports. Allgaier noted that Parisi is here to help us understand the data, so that our council can mirror the demographics of the epidemic as per requested by state regulations. CM questioned exactly how the council is supposed to mirror the demographic, and Parisi explained exactly how the EPI data is collected and how the council should reflect that.

## **7. Council Demographics Report**

The committee reviewed and discussed both Council and EMA (Eligible Metropolitan Area)-wide demographics. Allgaier explained what all of the handouts mean and how they should be used in decision making. Margolis wanted to know how the council recruits new members from certain communities that are needed for council demographics. Molnar brought up the question of what the exact definition of a "non-aligned consumer" is. CM Banks read from the most recent CARE Act. CM Andrews brought up that as the council deals with both Title I and Title II grants, the council has broader definition of "non-aligned consumer." The council discussed the amount of consumers that are non-aligned and on the council, and the amount that we are allowed to have.

## **8. Council Member Attendance Report/Letters to Send**

Council Support updated committee on Attendance Letters sent, and status of Council Members. Committee reviewed a three-month report (April, May and June 2008) on Council Member attendance. Committee decided whether to send letters to Council Members not meeting attendance requirements. T.J. Lee explained the data that was compiled based on attendance reports. Michael Blish's attendance was discussed. CM Banks noted that Blish never received his warning letter as he has moved. Dean Goodwin asked whether mentoring could help the attendance problem. CM Margolis suggested matching Blish up with someone on his home council. Issues about contacting Council Members was discussed. Co-Chair Hicks suggested that support staff send Blish another warning letter, as well as set him up with a mentor. Molnar noted that the council has improved in diversity but acknowledged that the council still does have retention issues. The council discussed sending Stacia Scherich a letter of warning, although it is known that she is back on track as far as attendance is concerned. CM Margolis suggested putting phone numbers of staff on the calendar so that people know who to contact if they will not make a meeting. Co-Chair Hicks noted that equal, across the board structure is necessary in a voluntary council such as this. CM Frazier again suggested some sort of buddy system be implemented. The current Leave of Absence policy was discussed.

- Review of Letters of Probation that have been sent
  - Michael Blish's was returned due to a change of address.
- Review of Potential Letters of Warning/Probation to Be Sent
  - Michael Blish's attendance was reviewed. A warning has been sent (which was returned due to an address change), and the council chose to send a second letter of warning.
  - Stacia Scherich's attendance was reviewed. Co-Chair Hicks suggested sending out a letter of warning, although her attendance has improved in the most recent quarter. A positive warning letter will be sent.
  - Naim Harrison's attendance was reviewed. CM Harris suggested moving ahead with protocol. The council chose to send out a warning.
- Probation/Warning Letters sent
  - ??No Letters were sent at this time.
- Leave(s) of Absence
  - All current Leaves of Absence are still in effect until October 1<sup>st</sup>.

- Requests for Leave(s) of Absence
  - George Stevens began a Leave of Absence on September 1<sup>st</sup> and will be off for at least one month, maybe two.
- Review Renewals
  - Mary Lawrence Hicks
  - George Simmons
  - Sparkie Spaeth
- Resignations
  - None
- Thank You for Service to the Council
  - None
- Dismissal Letters to be Sent Due to Attendance Requirements
  - None

#### **9. Council Member Renewals - VOTE**

**Motion:** Siron/Andrews To move Hicks, Simmons and Spaeth's renewal to full committee.

**Vote:** Passed by consensus with Co-Chair Hicks recusing herself.

#### **10. Committee Assignments - VOTE**

No council members requested to change committees. People who did not respond have been reassigned to their home committee. The committee voted to pass the decision on assignments. Allgaier noted that if people are unhappy, they can let the membership committee know.

#### **11. Next Meeting Date & Agenda Items**

The next Membership Meeting is scheduled for Monday, October 13, 2008, 25 Van Ness Room 330B from 5:00 PM-7:00 PM.

#### **11. Adjournment**

The meeting was adjourned at 7:03 PM by Co-Chair Hicks.

**Mission Statement:**  
*To recruit, screen, train and retain Council Members.*









# HIV Health Services Planning Council

## MEMBERSHIP COMMITTEE

Monday, October 15<sup>th</sup>, 2008

Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

5:00 -7:00 pm

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### Agenda

1. **Introductions** Group 5:00
2. **Review/Approve Agenda** Group 5:03
3. **Review/Approve September 8<sup>th</sup>, 2008 Minutes** Group 5:05
4. **Announcements** Group 5:07
5. **Public Comment** Group 5:10
6. **Demographic information Update** Staff 5:12
7. **Nomination and Election of Chair or Co-Chairs - VOTE** Group 5:18
8. **Council Member Attendance Report/Letters to Send** Group 5:32

*Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month report (July, August, September 2008) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.*

*Review of Letters of Probation that have been sent  
Review of Potential Letters of Warning/Probation to Be Sent  
Probation/Warning Letters sent  
Leave(s) of Absence  
Requests for Leave(s) of Absence  
Review Renewals  
Resignations  
Thank You for Service to the Council  
Dismissal Letters to be Sent Due to Attendance Requirements*

9. **Council Member Renewals - VOTE** Group 6:20

*Randy Allgaier  
Billie J. Cooper*

10. **Committee Assignments - VOTE** Group 6:25

*The committee will review Council member committee requests for 08/09 and develop memberships for Membership, Community and Minority Affair, Government and Provider Affairs and Points of Integration Committees*

## 11. Next Meeting Date & Agenda Items

Group 6:58

*The next Membership Meeting is tentatively scheduled for Monday, November 10, 2008, 25 Van Ness Room 330B from 5:00 PM-7:00 PM.*

## 12. Adjournment

Group 7:00

**Mission Statement:**  
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*HIV Health Services Planning Council  
730 Polk Street San Francisco, CA 94109  
\*\*\*\*\**

*San Francisco Department of Public Health, HIV Health Services  
25 Van Ness Avenue, 3rd floor, San Francisco, CA 94102*

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# HIV Health Services Planning Council

## MEMBERSHIP COMMITTEE

Wednesday, October 15<sup>th</sup>, 2008

Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

5:00 -7:00 pm

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**Committee Members Present:** Andrews, Banks, Frazier, Harris, Hicks (Co-Chair), Margolis, Siron

**Committee Members Absent:** Flores, Livingston

**Others Present:** Michael Blish (Council Members), Dean Goodwin (DPH-HHS)

**Council Support Present:** Bryson, Zhovreboff

### *Draft Minutes*

#### **1. Introductions**

The meeting was called to order at 5:03pm by Co-Chair Hicks. Everyone introduced themselves, and quorum was established.

#### **2. Review/Approve Agenda**

The agenda was reviewed and approved by consensus.

#### **3. Review/Approve September 8<sup>th</sup>, 2008 Minutes**

The September 8<sup>th</sup> minutes were reviewed, one spelling change was made and then were approved by consensus.

#### **4. Announcements**

- Co-Chair Hicks announced CM Stevens resignation from the council due to health issues. She also noted that CM Hoffman has resigned from the council due to her schedule.
- Council Director Zhovreboff announced that the work group for the 3-Year Plan began on October 14<sup>th</sup>, and will continue for the next few months. He also announced the beginning of cultural competency workshops which start on October 16<sup>th</sup>. He also announced the Council Member's Rights and Responsibilities workgroup, which will take place on the 29<sup>th</sup> of October at 4:30pm.
- CM Banks delivered a letter to Co-Chair Hicks regarding...

#### **5. Public Comment**

There was none.

#### **6. Demographic information Update**

Greg Zhovreboff presented follow up data from last month's discussion, prepared by Maree Kay Parisi. Questions were raised regarding the data. CM Margolis and CM Banks questioned why the committee looks at only AIDS data instead of both HIV and AIDS data.

## **7. Nomination and Election of Chair or Co-Chairs - VOTE**

Co-Chair Hicks opened the floor to nominations, noting that as Co-Chair Stevens has stepped down from the council, that space is open. CM Manley re-nominated Co-Chair Hicks. CM Banks nominated CM Andrews and CM Frazier. CM Andrews declined. CM Blish nominated CM Banks. Votes were written down then tallied by Council Director Zhovreboff.

**Vote by Ballot:** Mary Lawrence Hicks and Don Frazier were elected as the Membership Co-Chairs.

## **8. Council Member Attendance Report/Letters to Send**

Council Support updated the Committee on Attendance Letters sent, and status of Council Members. The committee reviewed a three-month report (July, August, September 2008) on Council Member attendance. The committee decided whether to send letters to Council Members not meeting attendance requirements.

- Review of Letters of Probation that have been sent
- Review of Potential Letters of Warning/Probation to Be Sent
  - Michael Blish
    - CM Blish was at the meeting, which obviated the need to send out another warning letter.
- Probation/Warning Letters sent
  - Michael Blish (Warning)
  - Naim Harrison (Warning)
  - Stacia Scherich (Warning)
- Leave(s) of Absence
  - Billie Cooper (ended)
  - Marcus Mabry (ended)
  - Johnson Livingston (ended)
  - Veronica Pillatzke (ended)
  - George Stevens (ended)
- Requests for Leave(s) of Absence
  - There are none at this time.
- Review Renewals
  - Randy Allgaier
  - Billie Cooper
- Resignations
  - Cynthia Hoffman
  - George Stevens
- Thank You for Service to the Council
  - Cynthia Hoffman
  - George Stevens
- Dismissal Letters to be Sent Due to Attendance Requirements
  - There are none at this time.

## **9. Council Member Renewals - VOTE**

The renewals for CM Allgaier and CM Cooper were renewed by consensus.

## **10. Committee Assignments - VOTE**

Group 6:25

The committee reviewed Council member committee requests for 08/09 and developed memberships for Membership, Community and Minority Affair, Government and Provider Affairs and Points of Integration Committees.

Michael Blish requested to be removed from the Consumer and Minority Affairs Committee and be put on the Membership Committee. The Committee agreed by consensus.



## **11. Next Meeting Date & Agenda Items**

CM Margolis questioned how committee members are recruited. A discussion ensued, and the committee decided to place this item on the next Membership Committee meeting agenda, when the Council Training and Evaluation Coordinator, Enrique Asis can be present.

Exit interviews were also discussed. The committee discussed sending out an exit survey to people who have resigned from the Council to assess how the Council is doing.

*The next Membership Meeting is tentatively scheduled for Monday, November 10, 2008, 25 Van Ness Room 330B from 5:00 PM-7:00 PM.*

## **12. Adjournment**

The meeting was adjourned at 6:13pm by Co-Chair Hicks.





**HIV Health Services Planning Council**  
**MEMBERSHIP COMMITTEE**  
**Monday, November 10<sup>th</sup>, 2008**  
**Department of Public Health**  
**25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B**  
**5:00 -7:00 pm**

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### *Draft Agenda*

1. **Introductions** Group 5:00
2. **Review/Approve Agenda** Group 5:03
3. **Review/Approve October 15<sup>th</sup>, 2008 Minutes** Group 5:05
4. **Announcements** Group 5:07
5. **Public Comment** Group 5:10
6. **Demographic Information Update** Staff 5:12
7. **Report from Cultural Humility Workshops** J. Andrews 5:18
8. **Non-Discrimination Policy Inclusion & Development - VOTE** Group 5:33

*The Council Members' Rights and Responsibilities Work Group will vote on whether or not to include a Non-Discrimination Policy in the Policies & Procedures and also begin drafting said policy.*

**Action: Motion to approve pass on inclusion of non-discrimination policy to the Membership committee. Motion passed through unanimous roll call vote. CMRR July 24, 2008 Minutes.**

9. **Council Member Attendance Report/Letters to Send** Group 6:03

*Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month report (July, August, September 2008) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.*

*Review of Letters of Probation that have been sent*

*Review of Potential Letters of Warning/Probation to Be Sent*  
*-Michael Blish*

*Probation/Warning Letters sent*  
*-Michael Blish*

*Leave(s) of Absence have ended for:*

*Requests for Leave(s) of Absence*  
*-Marcus Mabry*  
*-Naim Harrison*

*Review Renewals*  
-Maritza Penagos  
-Veronica Pillatzke

*Resignations*

*Thank You for Service to the Council*  
-Jose Villarce  
-George Stevens  
-Cynthia Hoffman

*Dismissal Letters to be Sent Due to Attendance Requirements*

**10. Council Member Renewals - VOTE**

Group 6:20

-Maritza Penagos  
-Veronica Pillatzke

**11. Committee Assignments - VOTE**

Group 6:35

*The committee will review CMRR Work Group request for inclusion of the new language in the Policy and Procedure Manual.*

**Draft of Policy for Council Members requesting information from Council Support.** To be added to Section 11.1 of the Policies and Procedures Manual

Council Support exists to help council members and committees transact their Council-related business. The council supports the local, state, and federal mandates for retrieving public documents. When a council member wants to request information larger than a simple phone number or email request, the council member makes the request through a standing committee which must agree to support the request. Initially, the council member makes a request of the committee co-chairs. If the co-chairs agree, the request is forwarded to council support. If the co-chairs do not agree to support the request, the council member may request that the entire committee vote to support the request for information. If the committee votes yes, the request is forwarded to Council Support. If the committee votes no, the request is stopped and no request is made to Council Support. Once Council Support receives the request, they evaluate the work effort as quickly as possible. All requests will be fulfilled as quickly as possible. Council members are urged to remember that a request is just that: a request. Council Support may determine that they cannot fulfill the request if it would require undue effort, or if the information requested does not exist.

**12. Next Meeting Date & Agenda Items**

Group 6:58

*The next Membership Meeting is tentatively scheduled for Monday, December 8, 2008, 25 Van Ness Room 330B from 5:00 PM-7:00 PM.*

**13. Adjournment**

Group 7:00

**Mission Statement:**  
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*HIV Health Services Planning Council*



San Francisco Department of Public Health, HIV Health Services  
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**HIV Health Services Planning Council**  
**MEMBERSHIP COMMITTEE**  
**Monday, November 10<sup>th</sup>, 2008**  
**Department of Public Health**  
**25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B**  
**5:00 -7:00 pm**

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***DRAFT Minutes***

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**Committee Members Present:** Andrews, Banks, Flores, Harris, Hicks (Co-Chair), Margolis, Siron

**Committee Members Absent:** Blish, Frazier (Co-Chair), Livingston

**Others Present:**

**Council Support Present:** Asis, Bryson, Lee, Zhovreboff

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**1. Introductions**

The meeting was called to order at 5:00 pm by Co-Chair Hicks. Everyone introduced themselves, and quorum was established.

**2. Review/Approve Agenda**

The agenda was reviewed; one change was made and then was approved by consensus.

**3. Review/Approve October 15<sup>th</sup>, 2008 Minutes**

The October 15<sup>th</sup> minutes were reviewed, one change was made and were then and approved by consensus.

**4. Announcements**

- CM Harris brought a Get Well card for former Council Member George Stevens.
- Council Director Zhovreboff announced that that the 3-Year Comprehensive Plan meeting has been changed to a three hour meeting on Friday November 14<sup>th</sup>, beginning at 11am. He also noted Council Members' Rights and Responsibilities will be meeting again and that Greg will make a visit to the Marin meeting on December 10, 2008.
- CM Banks presented a letter to the committee requesting the removal of the current HIV Health Services Co-Chairs; Steve Manley, Laura Thomas and Mark Molnar.
- CM Pearce questioned Council Director Zhovreboff on whether the City Attorney's Office actually represents the Council. Zhovreboff noted that for matters of Policy Development and Review, the City Attorney's office is great resource for advice and representation.
- CM Flores noted that the Marin Community Outreach and Advocacy Committee held a community forum in which 22 people showed up, and Council Co-Chair Thomas gave a presentation on Ryan White legislation.



## 5. Public Comment

There was none.

## 6. Demographic Information Update

The Committee Members reviewed the current Demographic report as related to the current EMA Demographics. Council Support Asis spoke to the Committee regarding Council Member retention and recruitment. CM Pearce voiced his concern regarding Leaves of Absence and how this is affecting consistency on the Council. CM Banks noted the need for some leniency when people are suffering from a crippling disease such as HIV/AIDS.

## 7. Report from Cultural Humility Workshops

CM Andrews updated the Committee on the Cultural Humility workshops, based around the idea of open and authentic communication between Council Members. He noted some ideas that were brought up, like bios and photos for the website, information about organizations that people are affiliated with, creating a PLWH/A group, creating more “social” time for Council Members, acknowledging/celebrating birthdays and transitions, sitting in different places at meetings, having dinner at the end of the meeting, and sharing “fun tidbits” like at HPPC. CM Pearce noted that the Council used to send out Mayoral acknowledgements and hopes to continue that process. The committee discussed that follow-through is necessary for these issues. CM Siron discussed the difficulties with the PLWH/A Caucus, and how it relates to the Sunshine and Brown Ordinances. CM Harris noted the need for a more “humane” interaction with Council Members, old and new. **Co-Chair Hicks recommended making this a standing agenda item.**

## 8. Non-Discrimination Policy Inclusion & Development - VOTE

*The Council Members’ Rights and Responsibilities Work Group voted on whether or not to include a Non-Discrimination Policy in the Policies & Procedures manual.*

**Action: Motion to approve inclusion of non-discrimination policy to the Membership committee. Motion passed through unanimous roll call vote. CMRR July 24, 2008 Minutes.**

**Motion:** Co-Chair Hicks/CM Andrews to accept The Council Member’s Rights and Responsibilities Work Group request to create a Non-Discrimination policy. **Passed by unanimous decision.**

The Committee will begin this process at next month’s meeting.

## 9. Council Member Attendance Report/Letters to Send

Council Support updated the Committee on any letters sent, and the status of current Council Members. The Committee reviewed a three-month report (August, September, October 2008) on Council Member attendance. The Committee decided whether to send letters to Council Members not meeting attendance requirements. The Committee requested more information on how the attendance report is created. There was a discussion on the Leave of Absence Policy. A discussion ensued concerning the policy surrounding membership renewals.

*Review of Letters of Probation that have been sent*

*Review of Potential Letters of Warning/Probation to Be Sent*  
**-Michael Blish (as he was present at this meeting, it obviated the need to send a Probation letter)**

*Probation/Warning Letters sent*



*Leave(s) of Absence*

*Requests for Leave(s) of Absence*

*-Marcus Mabry*

*-Naim Harrison*

**Both Leaves of Absence were granted.**

*Review Renewals*

*-Maritza Penagos*

*-Veronica Pillatzke*

*Resignations*

*Thank You for Service to the Council*

*-Jose Villarce*

*-George Stevens*

*-Cynthia Hoffman*

*Dismissal Letters to be Sent Due to Attendance Requirements*

**10. Council Member Renewals - VOTE**

*-Maritza Penagos*

*-Veronica Pillatzke*

**Both CM Penagos' and CM Pillatzke's membership were renewed by consensus.**

**11. Support Staff Requests Inclusion & Development - VOTE**

*The committee reviewed the CMRR Work Group request for inclusion of new language in the Policy and Procedure Manual. Council Director Zhovreboff lead the discussion.*

**THIS AGENDA ITEM WAS STRUCK AND MOVED TO THE NEXT MEETING.**

**12. Next Meeting Date & Agenda Items**

*The next Membership Meeting is tentatively scheduled for Monday, December 8, 2008, 25 Van Ness Room 330B from 5:00 PM-7:00 PM.*

**13. Adjournment**

The meeting was adjourned at 5:45 pm by Co-Chair Hicks.



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**HIV Health Services Planning Council  
SPECIAL MEMBERSHIP COMMITTEE  
Monday, December 8<sup>th</sup>, 2008  
Department of Public Health**

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**25 Van Ness Avenue, 5<sup>th</sup> Floor, AIDS Office Conference Room**

**4:00 -5:00 pm**

***Draft Agenda***

- |  |            |
|--|------------|
| <b>1. Introductions</b>  | Group 4:00 |
| <b>2. Review/Approve Agenda</b>  | Group 4:03 |
| <b>3. Announcements</b>  | Group 4:07 |
| <b>4. Public Comment</b>   | Group 4:10 |
| <b>5. Discussion of Request for Removal - VOTE</b>                           | Group 4:15 |
| - Review Policy  |            |
| - Determine Steps for Investigation  |            |
| <b>6. Next Meeting Date &amp; Agenda Items</b>                               | Group 4:58 |
| <i>The next Special Membership Meeting is tentatively scheduled for TBD.</i> |            |
| <b>7. Adjournment</b>  | Group 5:00 |

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# HIV Health Services Planning Council

## SPECIAL MEMBERSHIP COMMITTEE

Monday, December 8<sup>th</sup>, 2008

Department of Public Health

25 Van Ness Avenue, 5<sup>th</sup> Floor, AIDS Office Conference Room

4:00 -5:00 pm

**Committee Members Present:** Andrews, Flores, Frazier, Hicks

**Committee Members Absent:** Banks, Harris, Livingston, Margolis, Siron

**Others Present:** CM Pearce

**Council Support Present:** Asis, Bryson, Lee, Zhovreboff

### *Draft Minutes*

#### 1. Introductions

The meeting was called to order at 4:09 PM by Co-Chair Frazier. Quorum was not established.

#### 2. Review/Approve Agenda

The agenda was reviewed and approved.

#### 3. Announcements

There were no announcements.

#### 4. Public Comment

There was no public present.

#### 5. Discussion of Request for Removal – VOTE

Council Director Greg Zhovreboff updated the committee on the requests and process leading up to this meeting. The removal policy from the Policy and Procedure manual was reviewed. He also directed the committee on the steps to take during this and all subsequent meetings. The options he laid out are:

1. Finding the claims unsubstantiated.
2. Find the claims substantiated and resolve the request at the Membership Committee level.
3. Find the claims substantiated and move the request on the Steering Committee and then on to the Full Council.

Co-Chair Frazier outlined the Steps for Investigation based on the Policy and Procedure Manual. The Committee read the stated causes for removal out loud. They are:

1. Conflict of interest
2. New conviction
3. Malfeasance

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4. Repeated unsubstantiated allegations
5. Repeated disruptive behavior
6. Violation of bylaws or Policy and Procedure manual

CM Banks' reasons for his request for removal were read aloud and discussed.

**Point 1: CM Banks asserted that he was “deprived of [his] right to free speech” during a meeting with the Co-Chairs earlier this year.** The Committee discussed point number six of the Rules of Respectful engagement in relation to this allegation. Point number six notes that Council Members should not “denigrate others,” and that they should “not use negative comments to characterize either an idea or a person if you disagree with that opinion.” CM Andrews questioned whether the Council bylaws had policies regarding free speech. CM Flores wanted to know whether there was actually some sort of censorship or punishment. The Committee discussed the rules and regulations surrounding the voting procedure in committees. It was decided that there would no vote at all as there is not quorum. Co-Chair Hicks recommended that the Committee investigate this issue, due to the questions being raised by the Committee.

**Point 2: CM Banks asserted that he was “deprived of due process” to appeal a Council discussion during his meeting with the Co-Chairs on January 10<sup>th</sup>, 2008.** CM Allgaier questioned whether there actually is a right to due process for Council Members. CM Hicks attempted to clarify the issues, noting that the only people who have the right the appeal are those outside of the Council. The Committee requested to hear the tape and see the letters with the consultant Parliamentarian. CM Flores questioned whether there was a conflict of interest or not with the Parliamentarian.

**Point 3: CM Banks believes that the three Co-Chairs “forged [a] Parliamentarian’s opinion.”** The Committee requested further investigation.

**Point 4: CM Banks asserted that records were falsified “during the Steering Retreat of 3/9/08.”** CM Jewell noted that this makes a claim that this injured the entire Council when he in fact does not feel that this is true. The committee requested a further investigation.

**Point 5: CM Banks asserted that the Co-Chairs selectively apply the Rules of Respectful Engagement.** CM Hicks noted that everyone makes mistakes regarding Robert’s Rules of Order, but she does not believe that this is such an egregious issue that requires that the Co-Chairs be removed. CM Allgaier noted that the issue was taken not from this one instance but from the inequitable use of the rules. CM Hart took issue with the grievance, and believes that if none of these claims hold up, CM Banks will be in violation of number four, repeated unsubstantiated allegations. The Committee decided to investigate this issue further.

**Point 6: CM Banks asserted that the Policy and Procedure Manual was created “independently of the Full Planning Council” and that the procedure was not followed when former Director Jack Newby filed his grievance against CM Banks.** The Committee decided to investigate this issue further.

## **6. Next Meeting Date & Agenda Items**

The date for the next Special Membership Meeting was discussed. Council Director Zhovreboff noted that support staff will gather all of the information that they can to help facilitate the next meeting. The Committee decided to hold this meeting from 4-6pm on January 6<sup>th</sup>, 2009.

## **7. Adjournment**

The meeting was adjourned at 5:11pm by Co-Chair Frazier.



HIV Health Services Planning Council  
MEMBERSHIP COMMITTEE  
Monday, December 8<sup>th</sup>, 2008  
Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

5:00 -7:00 pm

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*Draft Agenda*

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|--|------------|
| 1. Introductions   | Group 5:00 |
| 2. Review/Approve Agenda                                   | Group 5:03 |
| 3. Review/Approve November 10 <sup>th</sup> , 2008 Minutes | Group 5:05 |
| 4. Announcements   | Group 5:07 |
| 5. Public Comment  | Group 5:10 |
| 6. Demographic Information Update                          | Staff 5:12 |
| 7. Discussion of Cultural Humility Workshops               | Group 5:18 |

*This is a standing agenda item.*

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|--|------------|
| 8. Non-Discrimination Policy Development | Group 5:33 |
|--|------------|

*The Membership Committee will begin drafting a Non-Discrimination Policy for the Policies & Procedures manual.*

- |   |            |
|---|------------|
| 9. Council Member Attendance Report/Letters to Send | Group 6:23 |
|---|------------|

*Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month report (August, September, October 2008) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements. The Committee will discuss the creation of the attendance report, the Leave of Absence Policy and membership renewals.*

*Review of Letters of Probation that have been sent*

*Review of Potential Letters of Warning/Probation to Be Sent*

*Probation/Warning Letters sent*

*Leave(s) of Absence*

*-Marcus Mabry*

*-Naim Harrison*

*Requests for Leave(s) of Absence*

*Review Renewals*

*Resignations*



Thank You for Service to the Council

Dismissal Letters to be Sent Due to Attendance Requirements

**10. Support Staff Requests Inclusion & Development - VOTE**

G.Zhovreboff 6:35

The committee will review CMRR Work Group request for inclusion of the new language in the Policy and Procedure Manual.

**12. Next Meeting Date & Agenda Items**

Group 6:58

The next Membership Meeting is tentatively scheduled for Monday, January 12th, 2008, 25 Van Ness Room 330B from 5:00 PM-7:00 PM.

**13. Adjournment**

Group 7:00

**Mission Statement:**

**To recruit, screen, train and retain Council Members.**

Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.

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730 Polk Street San Francisco, CA 94109*

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*San Francisco Department of Public Health, HIV Health Services  
25 Van Ness Avenue, 3rd floor, San Francisco, CA 94102*

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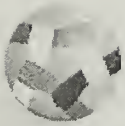


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**HIV Health Services Planning Council  
MEMBERSHIP COMMITTEE  
Monday, December 8<sup>th</sup>, 2008  
Department of Public Health**

**25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B  
5:00 -7:00 pm**

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**Committee Members Present:** Andrews, Flores, Frazier, Hicks

**Committee Members Absent:** Banks, Harris, Livingston, Margolis, Siron

**Others Present:** CM Pearce

**Council Support Present:** Asis, Bryson, Lee, Zhovreboff

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***Draft Notes***

**1. Introductions**

The meeting was called to order at 5:21pm by Co-Chair Hicks. Everyone introduced themselves, but quorum was not established. CM Hicks announced that a member of this council, Michael Blish, passed away 3 weeks ago. There will be a memorial on December 18<sup>th</sup> at Tenderloin Health. CM Hicks requested that the Committee take a few moments to remember Michael Blish.

**2. Review/Approve Agenda**

The agenda was reviewed and approved.

**3. Review/Approve November 10<sup>th</sup>, 2008 Minutes**

The review of the minutes was pushed to January's meeting.

**4. Announcements**

CM Flores announced that the Marin's Council completed their first exit interview. Council Support Bryson noted that an example of the SF Exit interview is available. The Committee requested to discuss this at the next Membership meeting.

Council Director Zhovreboff announced that the next Council Member's Rights and Responsibilities will be Wednesday, December 17<sup>th</sup>. He also announced that the Shanti and Planning Council offices will be closed on December 24<sup>th</sup>, 25<sup>th</sup>, 26<sup>th</sup> and 31<sup>st</sup> and January 1<sup>st</sup>.

**5. Public Comment**

There was no public present.

**6. Demographic Information Update**

Council Director Zhovreboff led the Committee through the new demographic worksheet. CM Andrews suggested that the Committee look to this worksheet for recruitment of Council Members. Two of the groups identified are youth and non-aligned Latino/as. Council Director Zhovreboff also noted that the Council will need to replace their Medi-Cal representative as CM Ellison has stepped down. CM Andrews also suggested recruiting African American women, as they tend to be

underrepresented. CM Pearce noted that it bodes well for the Council that almost 60% of the members are positive.

## **7. Discussion of Cultural Humility Workshops**

Council Director Zhovreboff led the Council through the handout he created, which encompasses the issues that have arisen from the Cultural Humility discussions. Co-Chair Hicks recommended that this agenda item becomes part of the Membership Committee's report back to the Steering Committee.

## **8. Non-Discrimination Policy Development**

The Membership Committee began drafting a Non-Discrimination Policy for the Policies & Procedures manual as requested by the Council Members Rights and Responsibilities Work Group. CM Andrews presented the document he drafted surrounding this issue. CM Flores noted that the draft is very well written but that he believes that all problems and grievances should go through the Membership Committee first. CM Pearce suggested using a combination of both CM Andrews and Bill Hirsch's drafts. Council Director Zhovreboff suggested deferring to city, county and state laws, as it removes limits set by wordsmithing a new policy. CM Pearce requested getting a copy of San Francisco's non-discrimination law.

## **9. Council Member Attendance Report/Letters to Send**

*Council Support updated the Committee on Attendance and status of Council Members. The Committee reviewed a three-month report (September, October, & November 2008) on Council Member attendance. The Committee decided whether to send letters to Council Members not meeting attendance requirements. The Committee discussed the creation of the attendance report, the Leave of Absence Policy and membership renewals.*

Council Director Zhovreboff updated the Council on CM Mabry in relation to the Leave of Absence Policy, noting that he is now on his third Leave. The Committee discussed this situation, as it has been tricky with the restructure of Council Support. The Committee recommended that Council Support request that he contact them within 30 days or he will then be automatically removed from the Council.

*Review of Letters of Probation that have been sent*

*Review of Potential Letters of Warning/Probation to Be Sent*

*-Review:*

- Noah Briones*
- Billie Cooper*
- Anna Heath*
- Johnson Livingston*
- Cathy Newell*
- Gerardo Ramos*
- Stacia Scherich*

*CM Hicks recommended sorting out the data before going ahead with sending out probation letters.*

*Probation/Warning Letters sent*

*Leave(s) of Absence*

- Marcus Mabry*
- Naim Harrison*

*Requests for Leave(s) of Absence*



*Review Renewals*

*-Mark Molnar (this was moved until January's membership meeting)*

*Resignations*

*Thank You for Service to the Council*

*Dismissal Letters to be Sent Due to Attendance Requirements*

## **10. Support Staff Requests Inclusion & Development - VOTE**

This agenda item was moved to the January meeting.

## **11. Review Application for Council Membership – VOTE**

The Membership Committee reviewed Salvatore Russo's application for the HIV Health Services Planning Council. CM Pearce recommended that the Committee interview, as he would be a great touchstone for housing. He also noted that there are quite a few openings on the Council, and he is worth at least interviewing.

## **11. Next Meeting Date & Agenda Items**

The Committee quickly reviewed the mentoring table put together by Enrique Asis and will review it in more depth at next meeting.

The list as follows is what the Committee would like from Council Support and to review at January's Membership Meeting.

- Exit Interview
- Focus on Aging
- Emerging populations (from HPPC)
- Contact Marcus Mabry
- "State of the Council" report (January Full Council)
  - Attendance requirement
  - Call Natalie if not able to attend
  - Please recruit people for the Council

*The next Membership Meeting is tentatively scheduled for Monday, January 12th, 2008, 25 Van Ness Room 330B from 5:00 PM-7:00 PM.*

## **12. Adjournment**

The meeting was adjourned at 7:07pm by Co-Chair Hicks.





# HIV Health Services Planning Council

## SPECIAL MEMBERSHIP COMMITTEE

Wednesday, January 14<sup>th</sup>, 2009

Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

4:00 -5:00 pm

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### *Draft Agenda*

1. **Introductions** Group 4:00
2. **Review/Approve Agenda** Group 4:03
3. **Review/Approve December 8<sup>th</sup> Minutes**
4. **Announcements** Group 4:07
5. **Public Comment** Group 4:10
6. **Discussion of Request for Removal - VOTE** Group 4:15
  - Brief review of policy
  - Discuss findings from preliminary information gathering
  - Determine Steps for further Investigation
7. **Next Meeting Date & Agenda Items** Group 4:58

*The next Special Membership Meeting is tentatively scheduled for TBD.*
8. **Adjournment** Group 5:00

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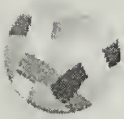
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**HIV Health Services Planning Council  
SPECIAL MEMBERSHIP COMMITTEE  
Wednesday, January 14<sup>th</sup>, 2009  
Department of Public Health  
25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B  
4:00 -5:00 pm**

**Committee Members Present:** Banks, Frazier, Harris, Siron (Andrews and Margolis arrived at 4:50pm)

**Committee Members Absent:**

**Others Present:**

**Council Support Present:** Asis, Bryson, Lee

***Draft Minutes***

**1. Introductions**

The meeting was called to order at 4:08 pm by Co-Chair Frazier. Everyone introduced themselves, and quorum was established with the arrival of John Andrews at 4:50pm.

**2. Review/Approve Agenda**

The agenda was reviewed and approved.

**3. Review/Approve December 8<sup>th</sup> Minutes**

The December 8<sup>th</sup> notes were reviewed and approved by consensus.

**4. Announcements**

There were none.

**5. Public Comment**

There was none.

**6. Discussion of Request for Removal - VOTE**

Co-Chair Frazier led the Committee through a discussion of the issues surrounding the request for removal. He laid out ground rules and created a timeline and process for evaluating the allegations. He brought all Council Members up to speed on what had been done and what still needs to be done. CM Banks requested that CM Siron recuse himself from all votes as CM Banks feels that there is a conflict of interest. CM Siron refused.

1) The Committee discussed issue number one, the Council Member's right to free speech. To get further in depth, the Committee suggested finding out how CM Banks was punished. CM Siron and CM Harris suggested interviewing the three Co-Chairs on this issue, as well as CM Banks. The dates are needed surrounding this issue, so that further research can be done.

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- 2) The Committee discussed issue number two, the Council Member's right to due process. The Committee agreed that they do not have enough information surrounding what happened, and Co-Chair Frazier again suggested interviewing the Co-Chairs and CM Banks. The Committee also requested to hear the tape that is referenced in item two.
3. The Committee discussed item number three, whether the Parliamentarian's opinion was forged. The Committee requested gathering all communication with the Parliamentarian as well as interviewing the three Co-Chairs and CM Banks. The Parliamentarian can also be contacted if needed.
4. The Committee reviewed item number four, the alleged falsifications records. The Committee suggested interviewing CM Molnar and CM Banks as well as looking at the minutes and listening to the recordings of the Steering Retreat of May 9<sup>th</sup>, 2008.
5. The Committee reviewed item number five, the selective application of the Rules of Respectful Engagement and Roberts Rules of Orders. The Committee will interview Michelle Long, the three Co-Chairs, Hilda Jones and CM Banks.
6. The Committee reviewed item number six, surrounding who created the Policy and Procedure Manual and whether this was followed when Jack Newby filed a grievance against CM Banks. CM Siron noted that the entire Council was involved in creating the Policy and Procedure Manual. The Committee requested to interview the Co-Chairs and CM Banks and also reviewing the emails that allegedly placed a gag order on CM Banks.

**MOTION:** CM Harris/CM Siron to accept protocol and next steps decided on at today's meeting.

**VOTE-Ayes: 4**

**Nayes: 0**

**Recusals: 1**

## **7. Next Meeting Date & Agenda Items**

*The next Special Membership Meeting is tentatively scheduled for Wednesday, January 21<sup>st</sup>, 3:00-4:30pm.*

- Draft questions
- Schedule interviews

## **8. Adjournment**

The meeting was adjourned at 5:10 pm by Co-Chair Frazier.



**HIV Health Services Planning Council  
MEMBERSHIP COMMITTEE**

**Wednesday, January 14<sup>th</sup>, 2009  
Department of Public Health**

**25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330A**

**5:00 -7:00 pm**

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***Draft Agenda***

- |   |            |
|---|------------|
| <b>1. Introductions</b>   | Group 5:00 |
| <b>2. Review/Approve Agenda</b>   | Group 5:03 |
| <b>3. Review/Approve November 10<sup>th</sup> and December 8<sup>th</sup>, 2008 Minutes</b> | Group 5:05 |
| <b>4. Announcements</b>   | Group 5:07 |
| <b>5. Public Comment</b>  | Group 5:10 |
| <b>6. Demographic Information Update</b>  | Staff 5:12 |
| <b>7. Discussion of Cultural Humility Workshops</b>   | Group 5:18 |

*This is a standing agenda item.*

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|--|------------|
| <b>8. Review of Presentation Schedule – VOTE</b> | Group 5:25 |
| <b>8. Non-Discrimination Policy Development</b>  | Group 5:33 |

*The Membership Committee will begin drafting a Non-Discrimination Policy for the Policies & Procedures manual.*

- |  |            |
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| <b>9. Council Member Attendance Report/Letters to Send</b> | Group 6:33 |
|--|------------|

*Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month report (October, November & December 2008) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements. The Committee will discuss the creation of the attendance report, the Leave of Absence Policy and membership renewals.*

*Review of Letters of Probation that have been sent*

*Review of Potential Letters of Warning/Probation to Be Sent*

*-Noah Briones  
-Billie Cooper  
-Johnson Livingston  
-Catherine Newell  
-George Simmons*

*Probation/Warning Letters sent*

*-Marcus Mabry*

*Leave(s) of Absence*



-Marcus Mabry  
-Naim Harrison  
-Kelly Hart

*Requests for Leave(s) of Absence*

*Review Renewals*  
-Mark Molnar

*Resignations*

*Thank You for Service to the Council*

*Dismissal Letters to be Sent Due to Attendance Requirements*

**10. Support Staff Requests Inclusion & Development - VOTE**

G.Zhovreboff 6:45

*The committee will review CMRR Work Group request for inclusion of the new language in the Policy and Procedure Manual.*

**11. Review Application for Council Membership – VOTE**

Group 6:50

- Salvatore Russo  
- Aaron Chandler  
- Jesus Guillen

**12. Next Meeting Date & Agenda Items**

Group 6:58

*The next Membership Meeting is tentatively scheduled for Monday, February 9th, 2009, 25 Van Ness Room 330B from 5:00 PM-7:00 PM.*

**13. Adjournment**

Group 7:00

<p><b>Mission Statement:</b> <b><i>To recruit, screen, train and retain Council Members.</i></b></p>
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**HIV Health Services Planning Council**  
**MEMBERSHIP COMMITTEE**  
**Wednesday, January 14<sup>th</sup>, 2009**  
**Department of Public Health**  
**25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330A**  
**5:00 -7:00 pm**

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**Committee Members Present:** Andrews, Banks, Frazier, Harris, Margolis, Siron

**Committee Members Absent:** Flores, Hicks, Livingston

**Others Present:** Salvatore Russo (applicant), Aaron Chandler (applicant), Jesus Guillen (applicant),  
Dean Goodwin (DPH-HHS)

**Council Support Present:** Asis, Bryson, Lee, Zhovreboff (arrived at 6:30)

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***Draft Minutes***

**1. Introductions**

The meeting was called to order at 5:16 pm by Co-Chair Frazier. Everyone introduced themselves and quorum was established.

**2. Review/Approve Agenda**

The agenda was reviewed and it was updated to reflect that Salvatore Russo will be interviewed as his application was already reviewed. The agenda was then approved by consensus.

**3. Review/Approve November 10<sup>th</sup> and December 8<sup>th</sup>, 2008 Notes**

The November 10<sup>th</sup> minutes were reviewed and approved by consensus. CM Andrews/Co-Chair Frazier.

The December 8<sup>th</sup> notes were reviewed and approved by consensus. CM Pearce/CM Andrews.

**4. Announcements**

- CM Andrews announced that February 7<sup>th</sup>, 2009 is National Black HIV Awareness Day and San Mateo County is having a few special events on February 4<sup>th</sup> and 5<sup>th</sup> 2009. If anyone is interested, they should contact John Andrews.
- Council Support T.J. Lee noted that the Full Council meeting on January 26<sup>th</sup> will be held at 25 Van Ness, rooms A and B this month. Also, the Steering Retreat in February will be held on Friday, February 20, 2009. The February 2009 Steering Retreat will be held on Tuesday, February 17, 2009 due to the President's Day holiday on the 16th.

**5. Public Comment**

There was none.

**6. Demographic Information Update**

Council Support led the Committee through any changes that have been made to the demographic information. CS Bryson noted that there is now one more unaligned consumer on the Council.

## **7. Discussion of Cultural Humility Workshops**

This is a standing agenda item. The Committee discussed ways for the Council to become more culturally inclusive. The Committee would like to discuss creating a bio and photo page for the website. CM Banks also requested discussing social gatherings like the PWLH/A Caucus; Council Director Zhovreboff will update the Committee on the rules and regulations surrounding this.

## **8. Review of Presentation Schedule – VOTE**

The Committee reviewed the 2009 presentation schedule as created by the GPA and CMA Committees.

**MOTION:** CM Andrews/CM Harris to approve the 2009 presentation schedule as written and moving it to Steering for approval.

**VOTE- Ayes: 5**

**Nays: 0**

**Abstentions: 1**

## **8. Non-Discrimination Policy Development**

The Membership Committee could not begin drafting a Non-Discrimination Policy to be included in the Policies & Procedures manual as Council Director Zhovreboff was not in attendance to facilitate.

## **9. Council Member Attendance Report/Letters to Send**

Council Support updated the Committee on Attendance Letters sent and status of Council Members. The Committee reviewed a three-month report (October, November & December 2008) on Council Member attendance. The Committee will decide whether to send letters to Council Members not meeting attendance requirements. The Committee will discuss the creation of the attendance report, the Leave of Absence Policy and membership renewals.

*Review of Letters of Probation that have been sent*

*Review of Potential Letters of Warning/Probation to Be Sent*

- Noah Briones
- Billie Cooper
- Johnson Livingston
- Catherine Newell
- George Simmons

CM Harris suggested moving forward with protocol, even if some of these people have gone through catastrophic events in recent months.

*Probation/Warning Letters sent*

- Marcus Mabry

*Leave(s) of Absence*

- Marcus Mabry
- Naim Harrison
- Kelly Hart



*Requests for Leave(s) of Absence*

*Review Renewals*

*-Mark Molnar*

**MOTION:** CM Andrews/CM Siron motioned to move Mark Molnar's membership renewal to Steering.

**VOTE- Ayes: 5**

**Nayes: 0**

**Abstentions: 1**

*Resignations*

*Thank You for Service to the Council*

*Dismissal Letters to be Sent Due to Attendance Requirements*

**10. Support Staff Requests Inclusion & Development - VOTE**

The committee reviewed the CMRR Work Group request for inclusion of the new language in the Policy and Procedure Manual. The Committee decided to table this item until next meeting.

**11. Review Application for Council Membership – VOTE**

The Committee reviewed applications for Membership from:

*-Aaron Chandler*

*-Jesus Guillen*

The Committee interviewed Salvatore Russo. They took the time to discuss his interest in the Council and his qualifications for joining.

**MOTION:** CM Pearce/CM Andrews to allow Salvatore Russo to join the Council, and send this recommendation to the Full Council.

**VOTES-Ayes: 6**

**Nayes: 0**

**MOTION:** CM Pearce/CM Margolis to bring Aaron Chandler in for an interview.

**VOTES- Ayes: 6**

**Nayes: 0**

**MOTION:** CM Pearce/CM Margolis to bring in Jesus Guillen for an interview.

**VOTES- Ayes: 6**

**Nayes: 0**

**12. Next Meeting Date & Agenda Items**

*The next Membership Meeting is tentatively scheduled for Monday, February 9th, 2009, 25 Van Ness Room 330B from 5:00 PM-7:00 PM.*

**13. Adjournment**

The meeting was adjourned at 6:48 pm by Co-Chair Frazier.





# HIV Health Services Planning Council

## SPECIAL MEMBERSHIP COMMITTEE

Wednesday, January 21<sup>st</sup>, 2009

Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

3:00-4:30 pm

### Draft Agenda

1. **Introductions** Group 3:00
2. **Review/Approve Agenda** Group 3:03
3. **Review/Approve January 14<sup>th</sup> Minutes** DOCUMENTS DEPT.
4. **Announcements** JAN 16 2009  
Group 3:07
5. **Public Comment** SAN FRANCISCO  
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Group 3:10
6. **Discussion of Request for Removal - VOTE** Group 3:13
  - Brief review of policy
  - Review and discuss findings from preliminary information gathering
  - Create questions for interviews
  - Determine Steps for further Investigation
7. **Next Meeting Date & Agenda Items** Group 4:28

*The next Special Membership Meeting is tentatively scheduled for TBD.*
8. **Adjournment** Group 4:30

#### Mission Statement:

***To recruit, screen, train and retain Council Members.***

Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.

HIV Health Services Planning Council  
730 Polk Street San Francisco, CA 94109

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San Francisco Department of Public Health, HIV Health Services  
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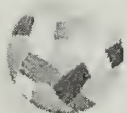
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**HIV Health Services Planning Council  
SPECIAL MEMBERSHIP COMMITTEE  
Wednesday, January 21st, 2009  
Department of Public Health**

**25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B**

**3:00 -4:30 pm**

**Committee Members Present:** Andrews, Banks, Harris, Hicks, Margolis, Siron

**Committee Members Absent:** Flores, Frazier, Livingston

**Others Present:** CM Simmons, CM Cooper, CM Newell

**Council Support Present:** Asis, Bryson, Lee

***Draft Minutes***

**1. Introductions**

The meeting was called to order at 3:04 pm by Co-Chair Hicks. Everyone introduced themselves, and quorum was established.

**2. Review/Approve Agenda**

The agenda was reviewed and approved.

**3. Review/Approve January 14<sup>th</sup> Minutes**

The January 14<sup>th</sup> notes were reviewed and approved by consensus with several abstentions due to absences.

**4. Announcements**

CM Banks requested that Co-Chair Hicks recuse herself from all proceedings during the Special Meetings of the Membership Committee. CM Hicks responded that she did not feel that this was necessary. He also questioned what the role of Planning Council Support is in this investigation.

Co-Chair Hicks announced that Co-Chair Frazier is sick.

**5. Public Comment**

There was none.

**6. Discussion of Request for Removal - VOTE**

-Brief review of policy

-Review and discuss findings from preliminary information gathering

Council Director Zhovreboff went through all materials compiled by Council Support Staff. Co-Chair Hicks updated the committee on how this process began and what has been done so far. The committee walked through all of the allegations and formulated a process for moving forward.

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1. For this issue, there is a tape that needs to be listened to and a document that needs to be reviewed
2. The Committee would like to listen to the Tape of the meeting that took place on 1/10/08
3. For this issue, all documents need to be reviewed. The Committee would like to interview all four involved parties (CM Banks, Co-Chair Manley, Co-Chair Thomas, Co-Chair Molnar) in addition to contacting the Parliamentarian.
4. The Committee would like to listen to the tape and see how the issue was referenced, and then decide whether or not to contact the Parliamentarian.
5. The Committee would like to listen to the tape from 5/9/08 and CM Banks will bring the recording of the meeting from 7/24/08. They also suggested interviewing Michelle Long and Hilda Jones along with the three Co-Chairs and CM Banks.
6. The Committee would like to interview the three Co-Chairs and CM Banks. The three documents provided will also need to be reviewed.

-Create questions for interviews

These will be developed at an upcoming meeting.

-Determine steps for further investigations

The Committee discussed the timeline for this process.

**MOTION:** CM Simmons/CM Siron to have this process completed by the end of February with the provision that if an extension is needed, it will be granted.

The Committee passed this unanimously.

## **7. Next Meeting Date & Agenda Items**

*The next Special Membership Meeting is tentatively scheduled for February 4<sup>th</sup> from 3-5pm.*

The Committee discussed meeting every week. They also discussed formulating a subcommittee to develop questions for the interviews. The Committee would like their next meeting to be an interview of CM Banks to hear his perspective in its entirety.

The subcommittee will consist of: CM Siron, CM Harris, CM Hicks, CM Frazier (tentatively). They will email each other to find a time to meet to formulate questions.

## **8. Adjournment**

The meeting was adjourned at 4:40 pm by Co-Chair Hicks.



**HIV Health Services Planning Council  
SPECIAL MEMBERSHIP COMMITTEE  
Wednesday, February 4<sup>th</sup>, 2009  
Department of Public Health**

**25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B**

**3:00-4:30 pm**

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DOCUMENTS DEPT**

**JAN 29 2009**

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***Draft Agenda***

- 1. Introductions** Group 3:00
- 2. Review/Approve Agenda** Group 3:03
- 3. Review/Approve January 21<sup>st</sup> Minutes**
- 4. Announcements** Group 3:07
- 5. Public Comment** Group 3:10
- 6. Discussion of Request for Removal - VOTE** Group 3:13
  - Brief review of policy
  - Review and discuss findings from preliminary information gathering
- 7. Development of Interviews** Group 3:30

*The Committee will determine who to interview, what questions to ask and when to schedule them.*
- 8. Determine Steps for further Investigation** Group 4:15
- 9. Next Meeting Date & Agenda Items** Group 4:25

*The next Special Membership Meeting is tentatively scheduled for TBD.*
- 10. Adjournment** Group 4:30

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**HIV Health Services Planning Council  
SPECIAL MEMBERSHIP COMMITTEE  
Wednesday, February 4<sup>th</sup>, 2009  
Department of Public Health**

**25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B**

**3:00-4:30 pm**

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**Committee Members Present:** Andrews, Banks, Flores, Harris, Hicks, Siron

**Committee Members Absent:** Frazier, Margolis

**Others Present:** Lee Jewell (CM)

**Support Staff Present:** Bryson, Zhovreboff

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***Draft Minutes***

**1. Introductions**

The meeting was called to order at 3:08 pm by Co-Chair Hicks.

**2. Review/Approve Agenda**

The agenda was reviewed and approved by consensus.

**3. Review/Approve January 21<sup>st</sup>, 2009 Minutes**

The January 21<sup>st</sup>, 2009 minutes were reviewed. CM Banks requested that the minutes reflect that he asked Co-Chair Hicks to stand as a witness for him and that she agreed. This change and the minutes were approved by consensus.

**4. Announcements**

- CM Banks announced that he brought copies of an email discussion between himself and Council Co-Chair Mark Molnar.
- CM Banks also noted that he would like to call Council Support T.J. Lee as a witness regarding a comment he made in a meeting.

**5. Public Comment**

There was none.

**6. Discussion of Request for Removal - VOTE**

The Committee briefly reviewed the policy for these proceedings. They questioned whether CM Banks is allowed to participate in the proceedings, and it was decided that he would have to recuse himself unless directly asked a question. They also discussed how to develop the interview questions with CM Banks present and the Committee decided to ask CM Banks to step outside while they prepared the interview questions for him. The Committee felt that it was important that the people being interviewed not know the questions ahead of time so that responses are individual and non-collaborative. The Committee decided that the Co-Chairs should be notified of this.

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## 7. Development of Interviews

The Committee discussed who to interview, what questions to ask and when to schedule them. Co-Chair Hicks suggested that the only people that need to be interviewed are CM Banks, and the three Council Co-Chairs, Laura Thomas, Mark Molnar and Steve Manley. She stated that she believes that calling Hilda Jones, Michelle Long and the Parliamentarian David Mezzera will not be necessary as there is sufficient documentation.

The Committee noted that their findings will go through Steering and then to the Full Council.

The Committee began to develop questions. Co-Chair Hicks brought in some questions that she had developed before the meeting. She felt that a full meeting should be devoted to interviewing CM Banks, although CM Andrews was worried that giving him a full meeting and the Co-Chairs less time would be inequitable. The Committee agreed and decided to give CM Banks and each of the Co-Chairs only thirty minutes for their respective interviews. They decided that the Co-Chairs should not be present for CM Banks' testimony. They noted that it's important to set boundaries and stick to them in order to be equitable to all parties involved. CM Andrews suggested that CM Banks (and all other parties) could have the opportunity put in to writing anything that they feel was not covered in their interview(s).

The Committee discussed item #5, the purported inequitable application of the Rules of Respectful Engagement, and whether this was something to question the Co-Chairs about or if it something that can be established by listening to the recordings of the meetings.

The Committee discussed how to go about getting the recordings that are in CM Banks' possession. They suggested writing a formal letter from the Membership Committee requesting the recordings.

These are the questions the Committee developed to ask to CM Banks:

- 1) What led you to request removal of the Co-Chairs?
- 2) What is the status of your current complaint?

These are the questions the Committee developed to ask the three Co-Chairs:

- 1) Explain your interpretation of the complaint.
- 2a) What was the process for counseling CM Banks on January 10<sup>th</sup>, 2008?
- 2b) How was this process developed?
- 3) What steps were taken and what protocols were used to address CM Banks' complaints?
- 4a) Was the complete Parliamentarian opinion given to Raymond Banks?
- 4b) If not, why?

These are the questions the Committee developed to ask Mark Molnar:

- 1) Can you address the complaint that you falsified public records on May 9<sup>th</sup>, 2008?

## 8. Determine Steps for further Investigation

The Committee discussed next steps for the investigation, including scheduling of the interviews. The dates and times can be seen in agenda item nine.

## 9. Next Meeting Date & Agenda Items

*The next Special Membership Meeting is TENTATIVELY scheduled for Friday, February 13<sup>th</sup>, 2009 at 11am. At this meeting, they will interview CM Banks and potentially a Co-Chair. They also scheduled a meeting on Tuesday February 17<sup>th</sup>, 2009 at 10:30am. They will interview the remaining Co-Chairs at this meeting.*

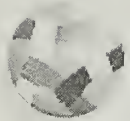
## 10. Adjournment

The meeting was adjourned at 4:27 pm by Co-Chair Hicks.









# HIV Health Services Planning Council

## MEMBERSHIP COMMITTEE

Monday, February 9, 2009

Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330A

5:00 -7:00 pm

### *Draft Agenda*

1. **Introductions** Group 5:00
2. **Review/Approve Agenda - VOTE** Group 5:03
3. **Review/Approve January 14<sup>th</sup>, 2009 Minutes - VOTE** Group 5:05
4. **Announcements** Group 5:07
5. **Public Comment** Group 5:10
6. **Demographic Information Update** Staff 5:12
7. **Review Application for Council Membership – VOTE** Group 5:25  
-Matthew Miller  
-Terry Young
8. **Interview For Council Membership - VOTE** Group 5:35  
-Aaron Chandler  
-Jesus Guillen
9. **Council Member Attendance Report/Letters to Send -VOTE** Group 6:00  
*Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month report (November, December 2008 and January 2009) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements. The Committee will discuss the creation of the attendance report, the Leave of Absence Policy and membership renewals.*

*Review of Letters of Probation that have been sent*

*Review of Potential Letters of Warning/Probation to Be Sent* · 02-09-09A0023 - 100

*Probation/Warning Letters sent*

*Leave(s) of Absence*

-Naim Harrison

-Kelly Hart

*Requests for Leave(s) of Absence*

*Review Renewals*

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Resignations  
-Johnson Livingston

Thank You for Service to the Council  
-Johnson Livingston  
-Marcus Mabry

Dismissal Letters to be Sent Due to Attendance Requirements  
-Marcus Mabry

**10. Discussion of Cultural Humility Workshop Suggestions**

Group 6:15

*This is a standing agenda item.*

**11. Council Members' Rights and Responsibilities Work Group Report - VOTE** Group 6:25

a) *Review of Workgroup Agreements and Tasks*

b) *Status Update*

i. *Non-Discrimination Policy*

ii. *Staff Requests*

c) *New Business*

i. *Conflict Resolution Policy*

ii. *Rights and Responsibilities*

**12. Next Meeting Date & Agenda Items**

Group 6:58

*The next Membership Meeting is tentatively scheduled for Monday, March 9th, 2009, 25 Van Ness Room 330B from 5:00 PM-7:00 PM.*

**13. Adjournment**

Group 7:00

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**MEMBERSHIP COMMITTEE**  
**Monday, February 9, 2009**  
**Department of Public Health**  
**25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330A**  
**5:00 -7:00 pm**

**Council Members Present:** Andrews, Banks, Flores, Frazier (Co-Chair), Harris, Hicks (Co-Chair), Margolis, Siron

**Council Members Absent:**

**Others Present:** CM Pearce, CM Molnar, Aaron Chandler (Applicant), Matthew Miller (Applicant), Terry Young (Applicant), Jesus Guillen (Applicant)

**Council Support Present:** Asis, Bryson, Zhovreboff

*Draft Minutes*

**1. Introductions**

The meeting was called to order at 5:05 PM by Co-Chair Frazier. Everyone introduced themselves and quorum was established.

**2. Review/Approve Agenda - VOTE**

CM Siron/CM Margolis to approve the agenda as written.

**3. Review/Approve January 14<sup>th</sup>, 2009 Minutes – VOTE**

CM Andrews/CM Siron to approve the minutes as written.

**4. Announcements**

- CM Banks read an email from Michelle Long to the Committee regarding Administrative Code 67.17, Public Comment by Members of Public Bodies. The full text is as follows:

“Every member of a policy body retains the full constitutional rights of a citizen to comment publicly on the wisdom or propriety of government actions, including those of the policy body of which he or she is a member. Policy bodies shall not sanction, reprove or deprive members of their rights as elected or appointed officials for expressing their judgments or opinions, including those which deal with the perceived inconsistency of non-public discussion, communications or actions with the requirements of state or federal or of this ordinance. The release of specific factual information made confidential by state or federal law including, but not limited to, the privilege for confidential attorney-client communications, may be the basis for a request for an injunctive or declaratory relief, of a complaint to the Mayor seeking an accusation of misconduct, or both. (Added by Ord. 265-93, App. 8/18/93; amended by Proposition G, 11/2/99)”

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## 5. Public Comment

There was none.

## 6. Demographic Information Update

Council Support Bryson updated the Council on the changes in the demographic report. There was a discussion surrounding member recruitment, mirroring EMA demographics and Council Member retention.

## 7. Review Application for Council Membership – VOTE

The Committee reviewed applications for Matthew Miller and Terry Young. The Committee discussed the application process and the pros and cons of each applicant.

*-Matthew Miller* is a 23 year old, HIV +, Caucasian, gay, male, and CM Flores noted that the Council is in dire need of a young voice.

*-Terry Young* is a 45 year old, HIV+, African American, gay, male and CM Margolis noted that he had been part of a previous group with him and that he was dependable and hard working.

**MOTION:** CM Pearce/CM Flores to invite both Matthew Miller and Terry Young back to the Membership Committee for an interview.

**VOTE-Ayes: 9**

**Nays: 0**

## 8. Interview For Council Membership - VOTE

The Committee discussed applicants Aaron Chandler and Jesus Guillen. The Committee discussed how the interview process works.

*-Aaron Chandler*

1) Why do you want to be on the Council?

He was diagnosed with HIV in September, and wants to get involved and learn as much as he can. He stated that he wants to be an advocate for himself as well as others. He also said that he is an Urban Studies major at San Francisco State, and has a deep belief in helping the community.

2) Do you have flexibility in your school schedule?

He stated that yes, he does, as he can take classes at both SF State and City College of SF. He noted that once he commits to something, he is really dedicated.

3) What voice do you bring to the Council?

Aaron stated that he was raised in a good family and worked in corporate America, but never went to school. He ended up making some bad decisions in life, which led him down an interesting path including recovery from drug use and depression.

4) Sometimes there are "hot topics" on the table. Are you able to set your agenda aside and deal with the topic at hand?

He again noted that he worked in Corporate America and also for non-profits and feels that he is able to work with all different kinds of people.

5) Have you ever worked with a committee or board that uses Roberts Rules of Order?

Since he had never heard of it, he said no, but he was part of his trial and debate team in High School.

6) What is your understanding of the time commitment to this group?

He knows that it is quite a few meetings per month and understands that there is a lot of reading and preparation involved. He looks at this Council as part of his education.

- 7) Can you tell us more about your experience with Community Planning re: Project Homeless Connect?

He feels very proud about his work on those events. He was one of five people, and feels that he was able to wear many hats.

- 8) Can you tell us more about your association with different service providers?

Because of his prior substance use, mental health issues and recent HIV diagnosis, he has been able to network and has learned a lot about what SF has to offer for people in similar situations.

The Committee discussed Aaron Chandler and found him to be well spoken and dedicated.

**MOTION:** CM Flores/CM Banks to recommend at the Full Council that Aaron Chandler be accepted as a Council Member.

**VOTES-Ayes: 9**

**Nayes: 0**

*-Jesus Guillen*

- 1) Why do you want to be on the Council

Jesus was part of the Council in 2003-2004. He wants to come back because he really believes in helping people. He left in 2004 because he was not ready physically or mentally and felt that the Council was a little overwhelming. He noted that he has gone through Cancer and Chemo and is now doing really well and is ready to deal with paperwork and politics. He also thinks he has a lot of experience to offer now, but is always still learning. He also pointed out his wealth of experiences with groups

- 2) What HIV services have you used in the past year?

He said that he has used everything from housing to dental to everything else in between. He is officially disabled b/c of HIV and Cancer as well as neuropathy.

- 3) How do you feel about the time commitment?

This is his priority right now. He feels that this is a way to directly help many people.

- 4) One of your barriers was the paperwork and learning the policy. Do you think this will stop you this time?

Jesus noted that things were different back when he was on the Council. There, there wasn't much orientation or support, but now he feels that he is very much in the right place to go forward and learn.

- 5) Where do you see yourself going with the Council?

He feels that right now it is important to get involved as tough times are ahead; he feels that right now is a great time to really make a difference. He wants to be the voice for people who are afraid to speak up or who have no voice.

The Committee discussed Jesus Guillen and was very impressed with his application and his willingness to help others.

**MOTION:** CM Pearce/CM Molnar to recommend at the Full Council that Jesus Guillen be accepted as a Council Member.

**VOTES-Ayes: 9**

**Nayes: 0**



## **9. Council Member Attendance Report/Letters to Send -VOTE**

*Council Support updated the Committee on Attendance Letters sent and status of Council Members. The Membership Committee will review a three-month report (November 2008, December 2008 and January 2009) on Council Member attendance. The Committee will decide whether to send letters to Council Members not meeting attendance requirements. The Committee discussed the creation of the attendance report and the issues surrounding the Access database.*

*Review of Letters of Probation that have been sent*

*Review of Potential Letters of Warning/Probation to Be Sent*

*Probation/Warning Letters sent*

*Leave(s) of Absence*

*-Naim Harrison*

*-Kelly Hart*

*Requests for Leave(s) of Absence*

*Review Renewals*

*Resignations*

*-Johnson Livingston*

*Thank You for Service to the Council*

*-Johnson Livingston*

*-Marcus Mabry*

*Dismissal Letters to be Sent Due to Attendance Requirements*

*-Marcus Mabry*

## **10. Discussion of Cultural Humility Workshop Suggestions**

This is a standing agenda item. The Committee will discuss putting pictures and bios on the website at the next membership meeting.

## **11. Council Members' Rights and Responsibilities Work Group Report - VOTE**

Paul Margolis presented the Council Members Rights and Responsibilities Workgroup Status Report; CM Banks presented that he feels that the Workgroup did not fulfill its charge. The reason that the Work Group is presenting this status report is because the Work Group had passed its six month mark. CM Margolis noted that the Work Group was split on whether they should continue or whether the Membership Committee should take on the task of completing the unfinished issues, like creating a bill of Council Member rights. CM Flores suggested giving the Work Group more time to lay out Council Member Rights. CM Banks announced that he felt that the entire process was discriminatory. CM Hicks clarified her feelings around the Work Group and recommended that the Membership Committee take some time out of their agenda to create a document laying out Council Member's Rights.

**MOTION:** CM Pearce/CM Margolis for the Membership Committee to take on and complete the tasks left over from the Council Members Rights and Responsibilities Workgroup, that it be a standing agenda item of an extra 30 minutes and always be recognized as a vote.

CM Andrews suggested adding on an extra thirty minutes to the regular Membership Committee meetings so that the issues do not lose momentum.



CM Pearce took his motion off the table.

**MOTION:** CM Frazier/CM Flores to take on and complete the tasks left over from the Council Members Rights and Responsibilities Workgroup, that it be a standing agenda item and always be recognized as a vote.

**VOTE-Ayes: 8**

**Nayes: 1**

**12. Next Meeting Date & Agenda Items**

*The next Membership Meeting is tentatively scheduled for Monday, March 9th, 2009, 25 Van Ness Room 330B from 5:00 PM-7:00 PM.*

**13. Adjournment**

The meeting was adjourned at 7:00pm by Co-Chair Frazier.





HIV Health Services Planning Council  
SPECIAL MEMBERSHIP COMMITTEE

Tuesday, February 17<sup>th</sup>, 2009  
Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

10:30am-12:30 pm

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*Draft Agenda*

1. **Introductions** Group 10:30
2. **Review/Approve Agenda** Group 10:33
3. **Review/Approve February 4<sup>th</sup>, 2009 Minutes** Group 10:35
4. **Announcements** Group 10:38
5. **Public Comment** Group 10:42
6. **Interviews – VOTE** Group 10:45  
*The Committee will interview Steve Manley, Laura Thomas, Mark Molnar and Raymond Banks.*
7. **Determine Steps for further Investigation – VOTE** Group 12:20
8. **Next Meeting Date & Agenda Items** Group 12:25  
*The next Special Membership Meeting is tentatively scheduled for Wednesday, February 18<sup>th</sup> from 4:30-6:30pm at 25 Van Ness Avenue, San Francisco.*
9. **Adjournment** Group 12:30

**Mission Statement:**

***To recruit, screen, train and retain Council Members.***

Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.

HIV Health Services Planning Council  
730 Polk Street San Francisco, CA 94109  
\*\*\*\*\*

San Francisco Department of Public Health, HIV Health Services  
25 Van Ness Avenue, 3<sup>rd</sup> floor, San Francisco, CA 94102

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HIV Health Services Planning Council  
SPECIAL MEMBERSHIP COMMITTEE  
Tuesday, February 18<sup>th</sup>, 2009  
Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

4:30-6:30 pm

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*Draft Agenda*

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|--|------------|
| 1. Introductions   | Group 4:30 |
| 2. Review/Approve Agenda   | Group 4:33 |
| 3. Review/Approve February 4 <sup>th</sup> , 2009 Minutes  | Group 4:35 |
| 4. Announcements   | Group 4:38 |
| 5. Public Comment  | Group 4:42 |
| 6. Interviews – VOTE   | Group 5:00 |
| <i>The Committee will interview Steve Manley, Laura Thomas, Mark Molnar and Raymond Banks.</i>   |            |
| 7. Determine Steps for further Investigation – VOTE  | Group 6:20 |
| 8. Next Meeting Date & Agenda Items  | Group 6:25 |
| <i>The next Special Membership Meeting is tentatively scheduled for Wednesday, February 18<sup>th</sup> from 4:30-6:30pm at 25 Van Ness Avenue, San Francisco.</i> |            |
| 9. Adjournment   | Group 6:30 |

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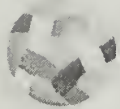
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**HIV Health Services Planning Council**  
**SPECIAL MEMBERSHIP COMMITTEE**  
**Tuesday, February 18<sup>th</sup>, 2009**  
**Department of Public Health**  
**25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B**  
**4:30-6:30 pm**

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*Minutes*

**Committee Members Present:** Andrews, Banks, Flores, Harris, Hicks, Siron

**Committee Members Absent:** Frazier, Margolis

**Others Present:** Council Co-Chairs Manley, Molnar and Thomas, CM Jewell

**Support Staff Present:** Lee, Zhovreboff

**1. Introductions**

The meeting was called to order at 4:45pm by Co-Chair Hicks. Everyone introduced themselves and quorum was established.

**2. Review/Approve Agenda**

The agenda was reviewed and approved by consensus.

**3. Review/Approve February 4<sup>th</sup>, 2009 Minutes**

The February 4<sup>th</sup>, 2009 minutes were reviewed and approved by consensus.

**4. Announcements**

- CM Andrews noted his appreciation that this process has been so open.
- Co-Chair Hicks reminded the Committee that the interviews will last a maximum of thirty minutes each, and that there was no need to stick only to the written questions.
- CM Flores asked for clarification, stating that he believed that CM Banks requested to be interviewed first, and was wondering why the Co-Chairs were now being interviewed first. Co-Chair Hicks noted that it had to do with the scheduling conflicts.
- CM Andrews noted the need for the ability of the Committee to call back the Co-Chairs for more questioning if other questions arise during the interview process with CM Banks.
- CM Flores suggested that there be three sessions, the first one being today's meeting, the second being CM Banks' interview and the third being a chance for the committee to finish things up.
- CM Harris wanted to state on the record that all allegations have been thoroughly researched and reviewed by the Committee prior to beginning the interviews.

**5. Public Comment**

There was none.

**6. Interviews – VOTE**

The Committee interviewed the three Co-Chairs: Steve Manley, Laura Thomas and Mark Molnar.



The interview with Laura Thomas began at 5:03 PM.

1. Can you talk about your understanding of the issue at hand?  
Co-Chair Thomas noted that she did not know the details, but only that CM Banks had requested that the Planning Council remove all three Co-Chairs.
2. What was the process you followed when counseling Raymond Banks?  
Co-Chair Thomas said that she felt there had been a disruptive pattern of behavior, and that Council Members had been complaining. The Co-Chairs got together and decided to formally write up a letter to address the issue and then present it to CM Banks. She hoped that this would stop the pattern of behavior.
3. Were you responding to any formal or informal complaints against CM Banks by other Council Members?  
Yes.
4. So this letter was part of the process?  
Yes.
5. Prior to the written letter, did you attempt to informally coach or counsel CM Banks?  
Yes, Co-Chair Thomas noted that she has spoken to him a few times about Council process and provided feedback to him, but didn't really consider this coaching or counseling.
6. Why did you feel the need to document this in the form of a letter?  
Co-Chair Thomas said that she felt that they needed to make a formal note that this had taken place to let CM Banks know that they were seeing a pattern which was becoming a problem.
7. Do you believe that the parliamentarian's complete opinion was given to CM Banks?  
Co-Chair Thomas noted that she was not a part of this process, and only knows that there was an email chain but not much else.
8. Besides the letter, was there anything else the Co-Chairs did to further the process?  
Co-Chair Thomas said that the Co-Chairs went through a whole series of trying to find a way to resolve the issue and that they felt like they were starting from scratch as something like this had never happened before.
9. What steps did the Co-Chairs take to try to work out the issue with CM Banks?  
Co-Chair Thomas noted that they went through many avenues including contacting the Consumer Rights Advocate and contacting consultants for conflict resolution processes and mediation.
10. Did CM Banks provide any ways to move this issue forward?  
Co-Chair Thomas noted that CM Banks did put a few solutions on the table, including asking Co-Chair Manley to step down and asking that the 1/1/08 letter be rescinded. He also requested information from the Co-Chairs on a few occasions.
11. Did any of the steps you took improve the situation?  
Co-Chair Thomas noted that there was hope they would, but she was not privy to many of the later discussions, so she is unsure what did or did not work.
12. What was the purpose of writing a letter to CM Banks?  
The intended impact was that the disruptive incidents would cease as they were happening more and more frequently. The wrote the letter to take it one step further and make the notice official and show that they were taking his disruptions seriously.
13. Were you trying to take away CM Banks' ability to function as a full Council Member?  
No. The letter was just a notification that his behavior has been noticed, to give him an opportunity to turn things around.
14. Was the complete parliamentarian's opinion given?  
Yes, to the extent of Co-Chair Thomas' knowledge.
15. Was there a boycott?  
She noted that she was unsure and didn't believe that there was anything formal.



The interview with Mark Molnar began at 5:35 PM.

1. How did this issue come about?

Co-Chair Molnar stated that the initial letter came about because many complaints compounded and the Co-Chairs felt that it was necessary to take action. He felt that CM Banks exhibited a pattern of disruptive behavior.

2. What were the steps taken by CM Banks to rectify the situation?

Co-Chair Molnar noted that he had hoped that CM Banks would come and talk to him as a peer, but that did not happen. He is unsure if CM Banks spoke with other Council Members.

3. In addition to what Co-Chair Thomas said, what was the process for Counseling CM Banks on 1/10/08?

From Co-Chair Molnar's perspective, he felt that the amount of complaints had gotten out of hand. He had tried multiple times to mediate, but it did not seem to make any lasting difference.

4. Why didn't you meet with the Membership Committee first?

Co-Chair Molnar noted that he believes that this is due to a hole in the Policy and Procedure Manual, and the letter and meeting seemed like the only way to go. He also noted that he felt like the Co-Chairs should take official responsibility as the elected leaders of the HHSPC.

5. You and Laura both stated that you had discussed these issues with CM Banks multiple times, while in the recording CM Banks asserts that he is hearing these accusations for the first time. Can you please explain this?

Co-Chair Molnar feels the CM Banks was lying during the meeting of 1/10/08. He noted that he had contacted CM Banks multiples times, and even warned him that they may have to take formal action in the form of a warning letter to him. He believes that CM Banks was coming from a place of emotion which caused him to lie, and Co-Chair Molnar was completely taken aback by his denials.

6. Is there an appeal process? Was CM Banks informed of this?

Co-Chair Molnar said that unfortunately none had been formed at that time, but that an informal appeal process was to bring the appeal to the Membership Committee, which CM Banks did. The Membership Committee then decided not to tackle the issue as it felt it did not have purview.

7. Can you address that complaint that you falsified public records?

Co-Chair Molnar took this opportunity to clarify that he feels that the wording of the complaint is incorrect -that CM Banks feels that he was lied to, not that Co-Chair Molnar changed public documents. He noted that this was about comments at the Steering Retreat where he stated that there is no process for internal grievances; external grievances, in which there is a process, were not discussed at this meeting. He believes what he said was the truth as there never was and still is no internal "grievance" policy.

8. Why did you feel that you could make policies? Why didn't you go through proper venues?

Co-Chair Molnar noted that in a perfect world the Co-Chairs would have done so, but unfortunately since Council Members and Council Support were feeling threatened on a regular basis, they felt that immediate action was necessary.

9. Was the Parliamentarian's opinion forged? Was CM Banks given all pertinent information?

Again, Co-Chair Molnar noted that he believes that "forged" is the incorrect word to be used. He stated that his understanding is that Co-Chair Manley just copied and pasted the relevant parts into an email for CM Banks. When CM Banks asked for the opinion in its entirety, he was given it in a few days time.

10. What steps did the Co-Chairs take to try to work out the issue with CM Banks?

Co-Chair Molnar noted that it was just as CM Thomas described, that all mediators they went to came to the same conclusion that they avenues they took were within bounds and that they could do nothing more to help as CM Banks was unwilling to compromise and take steps to make changes.

11. Did CM Banks agree to have those people mediate, or did he feel that they might be biased?

Co-Chair Molnar noted that the two mediators, Veronica Neal and the HIV Consumer Rights Advocate, were both people that CM Banks initially wanted to go to. It seems that only after their opinions were made did CM Banks find them to be biased.

12. Can you say why you decided to act before there was a process in place?

Co-Chair Molnar noted that CM Banks had created a situation where Council Members and Council Support staff were feeling degraded and attacked on a regular basis. He felt that it was important to act to make sure that the problem was resolved and people could feel comfortable again.

The interview with Steve Manley began at 6:10 PM.

1. Can you talk about your perspective of CM Banks' complaint?

Co-Chair Manley gave a quick overview of all of the allegations. He noted that he didn't feel that the letter was a punitive action, just a warning/notification of CM Banks' behavior. As for forging the Parliamentarian's opinion, he agreed with Co-Chair Molnar in that he only provided the pertinent parts and noted at the end of the email that the full opinion would be available upon request. He went through all the issues and agreed with the two other Co-Chairs that the allegations are either all false or unfounded. He gave a quick background on how the process had started over a year ago between former Council Support Director Jack Newby and CM Banks.

2. What was the pattern of disrespectful behavior that the Co-Chairs felt necessitated them going outside of the process without addressing the Membership Committee?

Co-Chair Manley brought the Special Membership Committee back a little further to note that the warning letter that they wrote was meant to highlight examples of CM Banks' behavior, and the CM Banks has not denied anything that was written in the letter.

3. What is your perspective of this whole process? What was your role? Do you feel that what was done is appropriate?

Co-Chair Manley noted that he felt that what was done was appropriate and that the Co-Chairs only became involved because the frequency of the requests, interruptions and harassments were interfering with Council business and the ability of staff to adequately support the Council.

4. Why was so much of this conducted through email?

Co-Chair Manley noted that most of these emails originated because of requests from CM Banks. As the requests became more and more frequent and more and more demanding, it was clear that the Co-Chairs would need to present him with a formal letter in writing.

5. Why didn't the Co-Chairs follow the bylaws when reprimanding CM Banks?

Co-Chair Manley noted that they could not, as the by-laws only have information on how to move forward with grievances between Council Members and members of the public.

6. Why did Kevin Burns get involved?

Co-Chair Manley said that the reason that Kevin Burns got involved is because there was a documented complaint of harassment by Council Support against CM Banks. As the Executive Director of Shanti (at that time), he was left no choice but to get involved.

7. What do you view as your role around enforcing and managing the Rules of Respectful Engagement?

Co-Chair Manley believes that it is common sense for there to be a hierarchy in any large group. He feels that the three Co-Chairs have a responsibility to maintain order and make sure that group responsibilities are carried out unhindered. Because of continued harassment from CM Banks, they felt that it was responsible of them to contact the Parliamentarian to make sure that they were allowed to manage a Council Member's behavior, which he (the Parliamentarian) told them was well within their rights as Co-Chairs.

8. What would you say to CM Banks' allegations that you are enforcing the Rules of Respectful Engagement inequitably?



Co-Chair Manley stated that he would have to strongly disagree, it's just that CM Banks is causing far more problems than any other Council Member.

9. Do you feel that you did everything possible to mitigate this situation?

Co-Chair Manley said that he personally didn't feel that he had done everything, but that between the three Co-Chairs most avenues were pursued.

10. Was Jack Newby already on his way out, or was part of his decision to leave Council Support Staff related to CM Banks?

Co-Chair Manley noted that Jack Newby was not very open with that subject. He suspects that Jack Newby was already on his way out, but that CM Banks may have pushed him towards an earlier date.

11. Was a request for mediation/negotiation ever formally made?

He noted that the Co-Chairs did not make any formal requests, but believes that Jack Newby may have been involved in requesting the assistance of the Consumer Rights Advocate and Veronica Neal.

12. Is there anything else you would like to say?

Co-Chair Manley noted his appreciation of the SPECIAL Membership Committee's hard work, and acknowledged that this is not an easy topic.

#### **7. Determine Steps for further Investigation – VOTE**

- There was discussion around the time allotment for Raymond Banks. Mr. Banks raised that, combined, the Co-Chairs had 90 minutes and felt that a 30-minute interview was unfair and would not allow him to fully present his case. The Committee replied that each Co-Chair testified separately in 30-minute intervals. Therefore, he is also to be given the same time. The Committee also shared that it had committed to a process and timeline for this investigation and in compliance with section 7.8, wished to conduct the investigation "as rapidly as possible." Members also shared that they have had a fair amount of exposure to the materials present and that any of the parties involved could submit additional information in writing if they felt they did not cover everything in the interview.
- Summary: Raymond Banks will be invited to a 30 minute interview on Wednesday, February 25, 2009 at 4:00 pm. The Committee encourages Raymond to come and participate in the interview.

#### **8. Next Meeting Date & Agenda Items**

*The next Special Membership Meeting is tentatively scheduled for Wednesday, February 25<sup>th</sup> from 4:00-6:00pm, 20 Franklin Street, Derek Silva Community, San Francisco, CA 94102.*

#### **9. Adjournment**

The meeting was adjourned at 6:32pm by Co-Chair Hicks.







**HIV Health Services Planning Council  
SPECIAL MEMBERSHIP COMMITTEE  
Wednesday, February 25<sup>th</sup>, 2009  
Derek Silva Community  
20 Franklin Street, San Francisco, CA 94102  
4:00-6:00 pm**

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- |   |            |
|---|------------|
| <b>1. Introductions</b>   | Group 4:00 |
| <b>2. Review/Approve Agenda</b>   | Group 4:03 |
| <b>3. Review/Approve February 18<sup>th</sup>, 2009 Minutes</b>                         | Group 4:05 |
| <b>4. Announcements</b>   | Group 4:08 |
| <b>5. Public Comment</b>  | Group 4:12 |
| <b>6. Interviews</b>  | Group 4:20 |
| <i>The Committee will interview Raymond Banks.</i>                                      |            |
| <b>7. Review Findings and Determine Possible Steps for further Investigation – VOTE</b> | Group 4:50 |
| <b>8. Next Meeting Date &amp; Agenda Items</b>  | Group 5:45 |
| <i>The next Special Membership Meeting is tentatively scheduled for TBD.</i>            |            |
| <b>9. Adjournment</b>   | Group 6:00 |

**Mission Statement:**  
***To recruit, screen, train and retain Council Members.***

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*HIV Health Services Planning Council  
730 Polk Street San Francisco, CA 94109  
\*\*\*\*\**

*San Francisco Department of Public Health, HIV Health Services  
25 Van Ness Avenue, 3rd floor, San Francisco, CA 94102*

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HIV Health Services Planning Council  
SPECIAL MEMBERSHIP COMMITTEE  
Wednesday, February 25<sup>th</sup>, 2009  
Derek Silva Community

20 Franklin Street, San Francisco, CA 94102

4:00-6:00 pm

*Draft Minutes*

**Committee Members Present:** Andrews, Banks, Flores, Frazier, Harris, Hicks, Siron

**Committee Members Absent:** Margolis

**Support Staff Present:** Bryson, Lee, Zhovreboff

**1. Introductions**

The meeting was called to order at 4:16 pm by Co-Chair Frazier. Everyone introduced themselves, and quorum was established.

**2. Review/Approve Agenda**

The agenda was reviewed and approved by consensus.

**3. Review/Approve February 18<sup>th</sup>, 2009 Minutes**

The February 18<sup>th</sup>, 2009 minutes were reviewed and a discussion of the text of the interviews ensued. CM Banks requested that his testimony be put in these minutes. The minutes were approved by consensus.

**4. Announcements**

- CM Banks requested the recusal of Co-Chair Hicks, due to her involvement in a discussion with the Co-Chairs prior to the meeting of 1/10/08. He also discussed his disagreement with the process that limits his testimony to only thirty minutes. He also stated his concern that the Committee did not follow their process when he allowed them to testify in aggregate.

**5. Public Comment**

There was no public present.

**6. Interviews**

The interview with Raymond Banks began at 4:25 pm.

- 1) What lead you to request the removal of the Co-Chairs?

He felt that this question was redundant, as he had laid out six points in the letter he wrote.

- 2) What is the status of your current complaint?

He answered that it is still pending.

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CM Banks took the time to refute CM Molnar's claims. He noted that CM Molnar claimed that both Dennis Wheeler and Veronica Neal suggested his removal, while CM Banks brought correspondence to disprove the claim.

Co-Chair Fraizer questioned when this entire process began. CM Banks noted that he initially knew something was going wrong on 1/10/08.

CM Banks noted that some files from his Care file were mixed in with his Council file, and he was wondering how and why that occurred. He was extremely concerned about confidentiality.

CM Banks said that he knows that he makes people uncomfortable, and he believes that it goes back to the November 2007 Steering Committee Meeting. At that meeting he questioned process and the switching or changing of documents.

CM Banks addressed his point about Jack Newby, and noted that in section 10.14 of the Policy and Procedure Manual for Conflict Resolution, it states that the two parties can work it out on their own, which he believes he tried. He notes that he apologized multiples times in person and in email, but he feels that Neither Jack Newby nor the Co-Chairs thought was enough. He stated that he believes that there is a hidden agenda.

As for point 1 of his grievance, CM Banks read section 67.17, Public Comment by Members of Policy Bodies

As for point 2 of his grievance, CM Banks read an email from David Mezzera

As for point 4 of his grievance, CM Banks stood by his opinion.

As for point 5 of his grievance, CM Banks read an email from former Council Member George Stevens, who is the person who did not follow the Rules of Respectful Engagement.

As for point 6 of his grievance, CM Banks read emails from Co-Chair Hicks and CM Molnar. CM Banks questioned what was written in Co-Chair Hicks' email, but she felt that she could not respond as it referred to an email from February of 2008.

Co-Chair Frazier asked CM Banks for a summation or "closing argument" of sorts.

He announced that he felt that this process, from the beginning to end has been unfair and secretive, and he believes that too many meetings were held off the record and out of the public purview.

Co-Chair Hicks asked if CM Banks had any supporting documents that he wanted to handout, but CM Banks stated that he did not, as he was unsure of how that would help, as it would not become part of the public domain. Council Director Zhovreboff noted that any documents that are handed out will be held at the Support Staff office for a minimum of three-years.

## **7. Review Findings and Determine Possible Steps for further Investigation – VOTE**

The Committee discussed findings from the interviews and the prior investigation and determined next steps.

CM Hicks asked the Committee if they felt that she needed to recuse herself based on what was said during CM Banks' testimony. Both CM Flores and Co-Chair Frazier said that they don't believe she does.

CM Harris noted that many new issues were brought up during the testimony, but she feels that the Committee should stick to the original grievances. She also questioned what the process would be, once the Committee makes a decision. Co-Chair Frazier answered that he feels that they should make a decision and recommend that to the Full Council. CM Andrews noted that that conflicts with what procedure 7.8, Part E1-4 of the Policy and Procedure Manual states, that the Membership Committee can make a final decisions. Co-Chair Hicks stated that no matter the outcome, she feels that they should make a comprehensive report to the Full Council so that all members can be thoroughly informed. CM Andrews noted that through this process, the Committee may have noticed gaps in policies and that those should be included in the final report.



Co-Chair Frazier brought up a letter that the Co-Chairs wrote to the Mayor requesting CM Banks' involuntary removal on 6/10/08. CM Frazier stated that he feels that the Co-Chairs did not act in good faith by sending this letter without knowledge of the Full Council, as it is on Council letterhead. He also noted that there has been a coherent policy in place since 2005 which the Co-Chairs could have followed, and he believes that the Co-Chairs rushed things unfairly in an attempt to end the process. CM Harris understands his point, but is worried about using this document as a main piece of evidence as it has not been brought before the Committee until tonight. Co-Chair Hicks believes that it would be best to bring back the Co-Chairs to question them regarding this letter-why they sent it instead of following procedure.

CM Harris spoke to the idea that perhaps the Co-Chairs tried to follow protocol but found that none was there or that perhaps the procedures were unclear, and that they followed a process to the best of their knowledge.

CM Andrews suggested the Committee take a step back and decide what to do from here, what information still needs to be found and how the Committee can move forward.

The Committee discussed re-interviewing the Co-Chairs surrounding this letter. CM Andrews noted though, that none of CM Banks' complaints involve the letter and that it is the Committee's charge to only investigate the six points of the grievance. Co-Chair Frazier stated that it might be a positive process for the Committee to review this letter, so that the Council does not fall in to a cycle of grievance after grievance. Co-Chair Hicks, CM Flores and CM Siron agreed. CM Andrews noted that if this were to be brought up, that perhaps other issues should be raised as well, including CM Banks' confidentiality issues.

The Committee discussed whether they should interview all three Co-Chairs or if one Co-Chair can represent all three of them. CM Harris suggested that it should be the Co-Chairs choice whether they feel comfortable with it.

CM Andrews questioned that since they will be giving time to the Co-Chairs to address the letter, will they need to give CM Banks equal time as well. They suggested giving the Co-Chairs 15 minutes as a block as well as offering 15 minutes of time to CM Banks.

## **8. Next Meeting Date & Agenda Items**

The next Special Membership Meeting is tentatively scheduled for Wednesday, March 12<sup>th</sup> from 4-6pm at Derek Silva Community, 20 Franklin Street, San Francisco, CA 94109.

Co-Chair Frazier repeated requests from Committee Members that arose during the meeting. CM Andrews noted that CM Banks had a document that he would like to provide, and he would like to have that prior to the next meeting.

## **9. Adjournment**

The meeting was adjourned at 6:14 pm by Co-Chair Frazier.





**HIV Health Services Planning Council**  
**MEMBERSHIP COMMITTEE**  
**Monday, March 9, 2009**  
**Department of Public Health**  
**25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B**  
**5:00 -7:00 pm**

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*Draft Agenda*

1. **Introductions** Group 5:00
2. **Review/Approve Agenda - VOTE** Group 5:03
3. **Review/Approve February 9<sup>th</sup>, 2009 Minutes - VOTE** Group 5:05
4. **Announcements** Group 5:07
5. **Public Comment** Group 5:10
6. **Demographic Information Update** Staff 5:12
7. **Council Support Action Plan Update**
8. **Interview for Council Membership - VOTE** Group 5:25  
-Matthew Miller  
-Terry Young
9. **Council Member Attendance Report/Letters to Send -VOTE** Group 6:00

*Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month report (December 2008, January and February 2009) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements. The Committee will discuss the creation of the attendance report, the Leave of Absence Policy and membership renewals.*

*Review of Letters of Probation that have been sent*

*Review of Potential Letters of Warning/Probation to Be Sent*  
-Naim Harrison

*Probation/Warning Letters sent*

*Leave(s) of Absence*

*Requests for Leave(s) of Absence*  
-Maritza Penagos

*Review Renewals*  
-Chris Harris

*Resignations*

*Thank You for Service to the Council*

*-Bart Ellison*

*-Johnson Livingston*

*-Marcus Mabry*

*Dismissal Letters to be Sent Due to Attendance Requirements*

**10. Development of Action Plan for Council Members' Rights and Responsibilities Work Group Materials - VOTE** Group 6:15

- a) *Development of Non-Discrimination Policy* CM Frazier and CM Flores
- b) *Development of Conflict Resolution Policy* CM Molnar and CM Newell
- c) *Development of Rights and Responsibilities* Group
- d) *New Business*

**11. Discussion of Cultural Humility Workshop Suggestions** Group 6:25

*This is a standing agenda item.*

**12. Next Meeting Date & Agenda Items** Group 6:58

*The next Membership Meeting is tentatively scheduled for Monday, April 13th, 2009, 25 Van Ness Room 330B from 5:00 PM-7:00 PM.*

**13. Adjournment** Group 7:00

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**HIV Health Services Planning Council**  
**MEMBERSHIP COMMITTEE**  
**Monday, March 9, 2009**  
**Department of Public Health**  
**25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B**  
**5:00 -7:00 pm**

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**Committee Members Present:** Andrews, Banks, Flores, Frazier, Harris, Hicks, Margolis, Siron

**Committee Members Absent:**

**Others Present:** Matthew Miller (Applicant), Terry Young (Applicant), Mark Molnar (Council Co-Chair), Randy Allgaier (CM), Sarah Ornellas.

**Support Staff Present:** Asis, Bryson, Lee

***Draft Minutes***

**1. Introductions**

The meeting was called to order at 5:04 pm by Co-Chair Frazier. Everyone introduced themselves and quorum was established.

**2. Review/Approve Agenda - VOTE**

The agenda was reviewed and approved by consensus.

**3. Review/Approve February 9<sup>th</sup>, 2009 Minutes - VOTE**

The February 9<sup>th</sup>, 2009 minutes were reviewed. On agenda item number eight the Committee decided to truncate the interview answers. The minutes were then approved by consensus.

**4. Announcements**

- CM Banks read a letter requesting the removal of Council Co-Chairs Steve Manley, Laura Thomas and Mark Molnar. Co-Chair Frazier suggested that this be dealt with at the next Special Meeting of the Membership Committee.
- CM Allgaier gave the Council a quick update on the Federal Budget. He said that the omnibus Appropriations bill is being held up in the Senate, which would have given \$32 million to the SF EMA for HIV/AIDS. If it does not pass, everything will stay funded at last years levels. He also noted that he is flying out to D.C. to meet with Jeff Crowley, the Director of the Office of National AIDS Policy and also meet with the Budget and Appropriations Committee to discuss a National AIDS Strategy.
- Council Support Asis announced that former Council Member Marcus Mabry passed away over the weekend.
- Council Support Bryson announced that the Special Membership Meeting scheduled for this Thursday, March 12<sup>th</sup>, has been moved to next week, date and time to be decided.

**5. Public Comment**

There was no public present.

## 6. Demographic Information Update

The Committee reviewed the updated Demographic Report, which includes the Council's two newest members, Aaron Chandler and Jesus Guillen. CM Flores asked for information on the number of minority women who are on the Council.

CM Banks suggested recruiting women at women's clinic at Ward 86 on Thursdays.

CM Andrews suggested discussing recruitment at the next meeting.

## 7. Council Support Action Plan Update

The Committee discussed allocating home committees to the newest Council Members, Salvatore Russo, Aaron Chandler and Jesus Guillen. They noted that generally the first choice was given to new CMs. The Committee decided to table this issue until a later date.

## 8. Interview for Council Membership - VOTE

The Committee interviewed two people for membership on the Council.

*-Matthew Miller is a 23 year old, recently sero-converted HIV+, gay male who is very interested and involved in the community.*

Council Support Asis updated the Committee on references reviews.

The Committee discussed how to go about telling the applicant whether or not they have been accepted to the Council. The Committee took a straw poll and decided to have CS Asis call the applicants the following day with the decision.

- 1) How did you hear about the Planning Council and why are you interested in joining?
- 2) Why do you want to spend your time here?
- 3) Can you tell us about any previous experience you have with Community Planning or working with people with HIV?
- 4) What special perspectives or voices do you believe that you can bring to the Council?
- 5) Do you mind representing the youth perspective on the Council?
- 6) You seem extremely passionate, how will you deal with what can sometimes be an extremely dull policy based body and also deal with decisions that you may not be comfortable or happy with.
- 7) Are you able to make the time commitment that is required by this Council?

The Committee discussed Matthew Miller's application and if he would be an asset to the Council.

**MOTION:** CM Banks/CM Flores to accept Matthew Miller as a member on the Council and forward this decision to the Full Council.

**VOTE-Ayes: 8**

**Nayes: 1**

*-Terry Young is a 46 year old, same gender loving, long term survivor of HIV who has been and still is a volunteer at many HIV organizations in San Francisco.*

- 1) How did you hear about the Planning Council, and why do you want to join?
- 2) What unique voice would you bring to the Council?



3) How will you interact and deal with all of the different people, opinions and personalities that reside on this Council?

4) How do you handle stress?

The Committee discussed Terry Young's application and if he would be an asset to the Council. Mark Molnar noted that he needed to recuse himself, as Young is a current Shanti Client.

**VOTES-Ayes: 6**

**Nayes: 1**

**Recusal: 1**

**9. Council Member Attendance Report/Letters to Send -VOTE**

*Council Support updated the Committee on Attendance Letters sent, and status of Council Members. The Committee reviewed a three-month report (December 2008, January and February 2009) on Council Member attendance. The Committee decided whether to send letters to Council Members not meeting attendance requirements. The Committee discussed the creation of the attendance report, the Leave of Absence Policy and membership renewals.*

*Review of Letters of Probation that have been sent*

*Review of Potential Letters of Warning/Probation to Be Sent*

*-Naim Harrison*

Co-Chair Frazier suggested sending a letter to Naim Harrison to see if he is still interested in being on the Council and to let him know that he is out of compliance with the Policy and Procedure Manual. He also noted that he would call Harrison himself, just to establish contact.

*Probation/Warning Letters sent*

*Leave(s) of Absence*

*Requests for Leave(s) of Absence*

*-Maritza Penagos*

The Committee discussed whether CM Penagos' space as an at-large member of Steering would need to be filled during her LoA. During this discussion, it arose that Marcus Mabry's space as an at-large member of Steering will need to be filled. This nomination will go on the agenda for the Full Council meeting.

*Review Renewals*

*-Chris Harris*

The Committee discussed how to objectively review renewals, instead of just passing them through because they are currently Council Members. CM Frazier suggested discussing this at the next meeting.

*Resignations*

*Thank You for Service to the Council*

*-Bart Ellison*

*-Johnson Livingston*

*-Marcus Mabry*

*Dismissal Letters to be Sent Due to Attendance Requirements*

The Committee voted unanimously to send Naim Harrison a letter of warning, grant Maritza Penagos a leave of absence and renew Chris Harris.

**10. Development of Action Plan for Council Members' Rights and Responsibilities Work Group Materials - VOTE**

- a) *Development of Non-Discrimination Policy* CM Frazier and CM Flores
- b) *Development of Conflict Resolution Policy* CM Molnar and CM Newell
- c) *Development of Rights and Responsibilities* Group
- d) *New Business*

This agenda item was tabled until the next meeting.

**11. Discussion of Cultural Humility Workshop Suggestions**

This is a standing agenda item.

**12. Next Meeting Date & Agenda Items**

*The next Membership Meeting is scheduled for Monday, April 13th, 2009, 25 Van Ness Room 330B from 5:00 PM-7:00 PM.*

**13. Adjournment**

The meeting was adjourned at 7:05 pm by Co-Chair Frazier.



**HIV Health Services Planning Council  
SPECIAL MEMBERSHIP COMMITTEE  
Wednesday, March 25<sup>th</sup>, 2009  
4:30-6:30pm  
Department of Public Health  
25 Van Ness Avenue, Room 330B  
San Francisco, CA 94103**

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1. Welcome and Introductions Group 4:30
2. Review/Approve Agenda - VOTE Group 4:33
3. Review/Approve February 25<sup>th</sup>, 2009 Minutes - VOTE Group 4:35
4. Announcements Group 4:38
5. Public Comment Group 4:42
6. Interview of Co-Chairs (via Designee) Group 4:50  
*The Committee will interview a representative of the Co-Chairs.*
7. Interview of Raymond Banks Group 5:05  
*The Committee will interview Raymond Banks.*
8. Review Findings and Determine Possible Steps for further Investigation – VOTE Group 5:20
9. Next Meeting Date & Agenda Items Group 6:20  
*The next Special Membership Meeting is tentatively scheduled for TBD.*
10. Adjournment Group 6:30

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**HIV Health Services Planning Council  
SPECIAL MEMBERSHIP COMMITTEE  
Wednesday, March 25<sup>th</sup>, 2009  
5:00-7:00pm  
Department of Public Health  
25 Van Ness Avenue, Room 330B  
San Francisco, CA 94103**

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***Draft Agenda***

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|--|-------------------|
| <b>1. Welcome and Introductions</b>  | <b>Group 4:30</b> |
| <b>2. Review/Approve Agenda - VOTE</b>   | <b>Group 4:33</b> |
| <b>3. Review/Approve February 25<sup>th</sup>, 2009 Minutes - VOTE</b>                         | <b>Group 4:35</b> |
| <b>4. Announcements</b>  | <b>Group 4:38</b> |
| <b>5. Public Comment</b>   | <b>Group 4:42</b> |
| <b>6. Interview of Co-Chairs (via Designee)</b>  | <b>Group 4:50</b> |
| <i>The Committee will interview a representative of the Co-Chairs.</i>                         |                   |
| <b>7. Interview of Raymond Banks</b>   | <b>Group 5:05</b> |
| <i>The Committee will interview Raymond Banks.</i>   |                   |
| <b>8. Review Findings and Determine Possible Steps for further Investigation – VOTE</b>        | <b>Group 5:20</b> |
| <b>9. Next Meeting Date &amp; Agenda Items</b>   | <b>Group 6:20</b> |
| <i>The next Special Membership Meeting is tentatively scheduled for April 8, 2009 at TBD..</i> |                   |
| <b>10. Adjournment</b>   | <b>Group 6:30</b> |

**Mission Statement:**

***To recruit, screen, train and retain Council Members.***

Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.

*HIV Health Services Planning Council  
730 Polk Street San Francisco, CA 94109*

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*San Francisco Department of Public Health, HIV Health Services  
25 Van Ness Avenue, 3rd floor, San Francisco, CA 94102*

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**THE AGENDA PACKET IS AVAILABLE FOR REVIEW AT**

**HIV Health Services Planning Council Office, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.**



**HIV Health Services Planning Council  
SPECIAL MEMBERSHIP COMMITTEE  
Wednesday, March 25<sup>th</sup>, 2009  
5:00-7:00pm  
Department of Public Health  
25 Van Ness Avenue, Room 330B  
San Francisco, CA 94103**

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***Draft Minutes***

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**Committee Members Present:** CM Andrews, CM Banks, CM Flores, Co-Chair Frazier, CM Harris, Co-Chair Hicks, CM Siron

**Committee Members Absent:** CM Margolis

**Support Staff Present:** Lee

**1. Welcome and Introductions**

The meeting was called to order at 5:10 pm by Co-Chair Frazier. Everyone introduced themselves and quorum was established.

**2. Review/Approve Agenda - VOTE**

The agenda was reviewed and approved by consensus.

**3. Review/Approve February 25<sup>th</sup>, 2009 Minutes - VOTE**

The February 25<sup>th</sup>, 2009 minutes were reviewed and approved by a motion by CM Flores and CM Siron seconded the amended minutes.

**4. Announcements**

- No announcements.

**5. Public Comment**

There was no public present.

**6. Interview of Co-Chairs (via Designee)**

The interview with Council Co-Chairs Manley and Molnar began at 5:28 pm. Co-Chair Manley spoke first and described the decision process to submit letter to the Mayor for Removal of a Council Member. Co-Chair Molnar began speaking at 5:34 and further discussed the reasons why the letter was sent. Interview ended at 5:48 pm

**7. Interview of Raymond Banks**

The interview with CM Banks began at 5:49 pm. Council Member Banks spoke about Dave Mezzera and his opinion of Mr. Mezzera's opinion. He discussed his reasons for filing a grievance and why he feels that that letter was so egregious.

**8. Review Findings and Determine Possible Steps for further Investigation – VOTE**

The Committee deliberated on the findings of the interviews and past information gathering. They took the time to discuss the original grievance and what sort of action their findings will require.

CM Frazier reviewed Section 7.8 of the Policy and Procedure Manual and how it applies to the complaint letter from CM Banks. Questions arose about whether the Letter to the Mayor of June 2008 should be part of this decision process.

Point One was discussed but no determination was made. An additional meeting was suggested.

**9. Next Meeting Date & Agenda Items**

*The next Special Membership Meeting is tentatively scheduled for Wednesday, April 29, 2009 at 25 Van Ness, Room 330 B, San Francisco, CA.*

**10. Adjournment**

The meeting was adjourned at 7:00 pm by Co-Chair Frazier.





**HIV Health Services Planning Council  
SPECIAL MEMBERSHIP COMMITTEE  
Monday, April 13<sup>th</sup>, 2009  
3:00-5:00pm  
Department of Public Health  
25 Van Ness Avenue, Room 330A  
San Francisco, CA 94103**

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***Draft Agenda***

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|---|-------------------|
| <b>1. Welcome and Introductions</b>   | <b>Group 3:00</b> |
| <b>2. Review/Approve Agenda - VOTE</b>  | <b>Group 3:03</b> |
| <b>3. Review/Approve March 25<sup>th</sup>, 2009 Minutes - VOTE</b>   | <b>Group 3:05</b> |
| <b>4. Announcements</b>   | <b>Group 3:08</b> |
| <b>5. Public Comment</b>  | <b>Group 3:12</b> |
| <b>6. Review Findings and Determine Possible Steps for further Investigation – VOTE</b>                                   | <b>Group 3:20</b> |
| <b>7. Next Meeting Date &amp; Agenda Items</b>  | <b>Group 4:50</b> |
| <i>The next Special Membership Meeting is tentatively scheduled for TBD at 25 Van Ness, Room 330B, San Francisco, CA.</i> |                   |
| <b>8. Adjournment</b>   | <b>Group 5:00</b> |

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**HIV Health Services Planning Council  
SPECIAL MEMBERSHIP COMMITTEE  
Monday, April 13<sup>th</sup>, 2009  
3:00-5:00pm  
Department of Public Health  
25 Van Ness Avenue, Room 330A  
San Francisco, CA 94103**

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***Draft Minutes***

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**Committee Members Present:** Andrews, Banks, Flores, Frazier (Co-Chair), Harris, Siron

**Committee Members Absent:** Margolis

**Others Present:** Lee Jewell (CM), Jerrold Thomas (Applicant)

**Support Staff Present:** Natalie Bryson, T.J. Lee

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**1. Welcome and Introductions**

The meeting was called to order at 3:09 pm by Co-Chair Frazier. Everyone introduced themselves and quorum was established.

**2. Review/Approve Agenda - VOTE**

The agenda was reviewed and approved by consensus.

**3. Review/Approve March 25<sup>th</sup>, 2009 Minutes - VOTE**

The March 25<sup>th</sup>, 2009 minutes were reviewed, CM Banks requested that it be noted that Article 6, Sections 1 and 4 were discussed in relation to the letter sent by the Co-Chairs to the Mayor, and the minutes were then approved by consensus.

**4. Announcements**

- There were no announcements.

**5. Public Comment**

There was none.

**6. Review Findings and Determine Possible Steps for further Investigation – VOTE**

The Committee discussed whether the request for involuntary removal letter sent to the Mayor from the Co-Chairs should be included in the deliberation. They discussed whether there were any parts of the grievance that were founded in truth and need to be acted upon. They considered creating a procedure for the Council Manual so that any following grievances can be dealt with in a swift manner.

The group took a straw poll to consider removing the Co-Chairs. No one agreed that they should be removed. The group however, did agree that many of the claims were substantiated, but more because of a lack of policies and procedures to deal with these issues. They suggested bringing in a third party to deal with any future conflict and to craft policies for the future. The



Committee also discussed how to create some sort of reconciliation and wrap-up for this issue. Co-Chair Frazier suggested that they ask the Council Co-Chairs to rescind the letter of request for involuntary removal sent to the Mayor. The Committee also discussed asking that the Co-Chairs and CM Banks go through formal mediation.

**MOTION:** CM Frazier/CM Harris to find that some of the allegations are substantiated by substantial evidence, but that it does not warrant the removal of the Co-Chairs from their positions (Section 7.8, II, e, ii). Once this has been completed, the Special Membership Committee will recommend further action for reconciliation, which follows. The recommendations include, but are not limited to: (1) mediation between Co-Chairs and CM Banks with the understanding that changes will need to be made to the Policy and Procedure Manual regarding mediation, disciplinary action and involuntary removal when the situation arises, (2) ensuring that conflict resolution is a culturally competent process, (3) to review and finalize the CMRR Work Group Conflict Resolution Policy as a Council process, (4) to identify ways to support consumers on the Council, (5) to rescind the letter for involuntary removal from the Co-Chairs to the Mayor, (6) to clarify the conflict resolution policy between Council Support and Council Members, (7) to review and finalize the motion on requests for Council Support to provide information, (8) for Council Members to attend a training and/or refresher course on the Sunshine Ordinance, (9) for all Co-Chairs, Council and Committee, present and future to undergo mandatory leadership trainings and (10) to request technical support from HRSA both for conflict resolution and mediation, and Policy and Procedure revisions.

**VOTE by hand**

**Ayes: 2**

**Nayes: 4**

**The motion did not pass.**

**MOTION:** CM Jewell/CM Siron to use the exact wording of the motion above minus point (5), rescinding the letter.

**MOTION AMENDMENT:** Andrews/Harris to amend point (5) to say "review letter that was sent to the Mayor during the conflict resolution process for possible expunging from the record"

**VOTE by hand**

**Ayes: 4**

**Nayes: 2**

**The motion passes.**

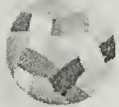
## **7. Next Meeting Date & Agenda Items**

*There will be no next meeting.*

## **8. Adjournment**

The meeting was adjourned at 4:59 pm by Co-Chair Frazier.





**HIV Health Services Planning Council**  
**MEMBERSHIP COMMITTEE**  
**Monday, April 13, 2009**  
**Department of Public Health**

**25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B**

**5:00 -7:00 pm**

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***Draft Agenda***

1. **Introductions** Group 5:00
2. **Review/Approve Agenda - VOTE** Group 5:03
3. **Review/Approve March 9<sup>th</sup>, 2009 Minutes and February 4, 2009 CMRR Minutes - VOTE** Group 5:05
4. **Announcements** Group 5:07
5. **Public Comment** Group 5:10
6. **Demographic Information Update** Staff 5:12
7. **Council Support Action Plan Update** Staff 5:20
8. **Review Applications for Council Membership - VOTE** Group 5:25
  - Jerrold Thomas
  - Matt Geltmaker
  - Carol Hudson
  - Cherlynn Hubbard
9. **Council Member Attendance Report/Letters to Send -VOTE** Group 5:45

*Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month report (January, February and March 2009) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements. The Committee will discuss the creation of the attendance report, the Leave of Absence Policy and membership renewals.*

*Review of Letters of Probation that have been sent*

*Review of Potential Letters of Warning/Probation to Be Sent*

*Probation/Warning Letters sent*  
*-Naim Harrison*

*Leave(s) of Absence*  
*-Maritza Penagos (Returning May 5, 2009)*

*Requests for Leave(s) of Absence*

*-Mary Lawrence Hicks (Returning June 8, 2009)*

*Review Renewals*

*-Steve Manley*

*-Gerardo Ramos*

*Resignations*

*-Mary Lawrence Hicks as Co-Chair of the Membership Committee*

*Thank You for Service to the Council*

*Dismissal Letters to be Sent Due to Attendance Requirements*

- 10. Nomination of new Membership Co-Chair – VOTE** Group 6:05
- 11. Committee Assignments - VOTE** Group 6:20  
*-Naim Harrison*  
*-Salvatore Russo*
- 12. Notification of Involuntary Removal Request, dated February 9, 2009** Group 6:35  
*Letter was presented at the March 9<sup>th</sup>, 2009 Membership Meeting.*
- 12. Development of Action Plan for Council Members' Rights and Responsibilities Work Group Materials - VOTE** Group 6:40  
a) *Development of Conflict Resolution Policy* CM Molnar and CM Newell  
b) *Development of Non-Discrimination Policy* CM Frazier and CM Flores  
c) *Development of Rights and Responsibilities* Group  
d) *New Business*
- 13. Discussion of Cultural Humility Workshop Suggestions** Group 6:55  
*This is a standing agenda item.*
- 14. Next Meeting Date & Agenda Items** Group 6:58  
*The next Membership Meeting is tentatively scheduled for Monday, May 11th, 2009, 25 Van Ness Room 330B from 5:00 PM-7:00 PM.*
- 15. Adjournment** Group 7:00

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**HIV Health Services Planning Council**  
**MEMBERSHIP COMMITTEE**  
**Monday, April 13, 2009**  
**Department of Public Health**  
**25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330A**  
**5:00 -7:00 pm**

**Committee Members Present:** Andrews, Banks, Flores, Frazier (Co-Chair), Harris, Margolis, Siron

**Committee Members Absent:**

**Others Present:** Ken Pearce (CM), Terry Young (CM), Jesus Guillen (CM), Jerrold Thomas (Applicant), Carol Hudson (Applicant), Dean Goodwin (DPH-HHS)

**Support Staff Present:** Enrique Asis, Natalie Bryson, T.J. Lee

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**1. Introductions**

The meeting was called to order at 5:12 pm by Co-Chair Frazier. Everyone introduced themselves and quorum was established.

**2. Review/Approve Agenda - VOTE**

The agenda was reviewed, John Andrews suggested adding Ellen Sweetin to the "Thank You for Service to the Council" section and the agenda was then and approved by consensus.

**3. Review/Approve March 9<sup>th</sup>, 2009 Minutes - VOTE**

The March 9<sup>th</sup>, 2009 minutes were reviewed, and a few amendments were suggested. One was regarding the disclosure of information of applicants. It was changed to just say "consumer of services." A second change was made to note that the letter of thanks was sent to Marcus Mabry's family and not to him. The March 9<sup>th</sup>, 2009 minutes were then approved by consensus. The February 4<sup>th</sup>, 2009, CMRR Work Group Minutes were tabled until the next meeting.

**4. Announcements**

- CM Flores noted that Sparkie Spaeth has stated that she will be stepping down from her responsibilities in Marin and that that spot may need to be filled on the Council.
- CM Molnar announced that on April 20<sup>th</sup>, Shanti and UCSF will be co-hosting a Hepatitis C Co-Infection seminar.
- CS Enrique Asis noted that on Tuesday, April 21<sup>st</sup> there will be a daylong retreat for new and prospective Council Members. Right now there are 10 people that have RSVPed, and 3 current CMs have requested to attend. He noted that he is also in contact with 6 other EMAs, and the San Francisco council has highest representation of HIV+ people.
- CM Banks read a poem from former Council Member Mabry's funeral service.

- CS T.J. Lee announced that GPA will be holding an extended meeting tomorrow, April 14<sup>th</sup>, from 3-6pm at 25 Van Ness to discuss Council priorities and budget issues.
- CM Harris announced that on June 5<sup>th</sup> in Arlington, VA there will be the fourth annual North American Housing and HIV/AIDS Research Summit.

**5. Public Comment**

There was no public comment.

**6. Demographic Information Update**

The Committee reviewed the updated Demographic Report, which includes the Council's two newest members, Terry Young and Matthew Miller. The Committee discussed recruiting an unaligned transgender consumer.

**7. Council Support Action Plan Update**

CS T.J. Lee discussed the possibility of creating an AIDS Walk team for the Council. CM Pearce noted that the reason it has not been done before is because the Council tries not to support one single organization. CM Andrews suggested still getting involved in some way, possibly by having a booth and recruiting members. The walk is on July 19<sup>th</sup>. Co-Chair Frazier suggested putting this as an agenda item to discuss at the next meeting.

**8. Review Applications for Council Membership - VOTE**

*-Jerrold Thomas*

*-Matt Geltmaker*

*-Carol Hudson*

*-Cherlynn Hubbard*

**MOTION:** CM Pearce/CM Andrews to interview all four applicants at the next meeting.

**VOTE by hand**

**Ayes: 8**

**Nayes: 0**

**9. Council Member Attendance Report/Letters to Send -VOTE**

*Council Support updated the Committee on Attendance Letters sent, and status of Council Members. The Committee reviewed a three-month report (January, February and March 2009) on Council Member attendance. The Committee decided whether to send letters to Council Members not meeting attendance requirements. The Committee discussed the creation of the attendance report, the Leave of Absence Policy and membership renewals.*

*Review of Letters of Probation that have been sent*

*Review of Potential Letters of Warning/Probation to Be Sent*

*Probation/Warning Letters sent  
-Naim Harrison*

*Leave(s) of Absence*

*-Maritza Penagos (Returning May 5, 2009)*

*Requests for Leave(s) of Absence*

*-Mary Lawrence Hicks (Returning June 8, 2009)*

**MOTION:** CM Andrews/CM Flores to grant ML Hicks a Leave of Absence

**The motion passed unanimously.**

*Review Renewals*

The Committee discussed how to review renewals objectively rather than just "rubber-stamping" everyone. They discussed creating an evaluation to be distributed every six months to assess the Council's work. CM Banks requested to be quoted as saying "this is a move towards tyranny and oppression."

*-Steve Manley*

**MOTION:** CM Pearce/CM Siron to renew Steve Manley as a Council Member.

**VOTE by hand**

**Ayes: 7 (9)**

**Nayes: 1**

**Recusals: 1**

*-Gerardo Ramos*

**MOTION:** CM Siron/CM Pearce to renew Gerardo Ramos as a Council Member.

**VOTE by hand**

**Ayes: 9 (11)**

**Nayes: 0**

*Resignations*

*-Mary Lawrence Hicks as Co-Chair of the Membership Committee*

*Thank You for Service to the Council*

*-Ellen Sweetin*

*Dismissal Letters to be Sent Due to Attendance Requirements*

**10. Nomination of New Membership Co-Chair – VOTE**

The Committee began nominations for a new Co-Chair.

CM Banks nominated himself.

CM Molnar nominated CM Margolis. He refused.

CM Andrews nominated **CM Flores**.

CM Molnar nominated **CM Siron**.

CM Banks withdrew his nomination.

The Committee discussed the pros and cons of each nominee.

**VOTE by hand:**

**Wade Flores: 4 (5)**

**Charles Siron: 2 (3)**

**11. Committee Assignments – VOTE**

*-Naim Harrison:* It was noted that after a year of service to the Council, CM Harrison has not yet notified the Council of which Committee he would like to be a part of. CM Banks announced that he believes that CM Harrison is interested in joining GPA. CM Banks said that he would get CM Harrison to call Council Support.



-*Salvatore Russo*: CM Molnar noted that he has spoken to CM Russo's mentor to reach out to CM Russo, as he has not been to any meetings since his appointment in January.

The Committee discussed voting rights for new members and how to go about getting the signature of the Mayor so that new members have the same rights as current members.

**12. Notification of Involuntary Removal Request, dated February 9, 2009**

The committee was notified of the request for removal dated February 9<sup>th</sup>, 2009, presented by CM Banks. At the next meeting, the Committee will discuss the results from the final "SPECIAL" membership meeting which took place prior to this meeting.

**13. Development of Action Plan for Council Members' Rights and Responsibilities Work Group Materials - VOTE**

- |  |                          |
|--|--------------------------|
| a) <i>Development of Non-Discrimination Policy</i>   | CM Frazier and CM Flores |
| b) <i>Development of Conflict Resolution Policy</i>  | CM Molnar and CM Newell  |
| c) <i>Development of Rights and Responsibilities</i> | Group                    |
| d) <i>New Business</i>                               |                          |

This agenda item was tabled until next meeting, but will be moved up to the beginning of the agenda.

**14. Discussion of Cultural Humility Workshop Suggestions**

This is a standing agenda item. This agenda item was tabled until next meeting, but will be moved up to the beginning of the agenda.

**15. Next Meeting Date & Agenda Items**

*The next Membership Meeting is scheduled for Monday, May 11th, 2009, 25 Van Ness Room 330B from 5:00 PM-7:00 PM.*

**16. Adjournment**

The meeting was adjourned at 7:02 pm by Co-Chair Frazier.





**HIV Health Services Planning Council**  
**MEMBERSHIP COMMITTEE**  
**Monday, May 11, 2009**  
**Department of Public Health**

**25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B**

**5:00 -7:00 pm**

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***Draft Agenda***

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- 1. Introductions** Group 5:00
- 2. Review/Approve Agenda - VOTE** Group 5:03
- 3. Review/Approve April 13<sup>th</sup>, 2009 Minutes, February 4, 2009 CMRR Minutes and April 13<sup>th</sup>, 2009 SPECIAL Membership Minutes – VOTE** Group 5:05
- 4. Announcements** Group 5:07
- 5. Public Comment** Group 5:10
- 6. Council Member Attendance Report/Letters to Send -VOTE** Group 5:12

*Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month report (February, March and April 2009) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements. The Committee will discuss the creation of the attendance report, the Leave of Absence Policy and membership renewals.*

*Review of Letters of Probation that have been sent*

*Review of Potential Letters of Warning/Probation to Be Sent*

- Naim Harrison (2 FC Meetings-Excused Feb FC/No Home Committee Assignment)*
- Salvatore Russo*

*Probation/Warning Letters sent*

*Leave(s) of Absence*

- Mary Lawrence Hicks (Returning June 8, 2009)*

*Requests for Leave(s) of Absence*

- Don Frazier (To Return July 1, 2009)*

*Review Renewals*

- Stacia Scherich*

*Resignations*

*Thank You for Service to the Council*

- Ellen Sweetin*

*Dismissal Letters to be Sent Due to Attendance Requirements*

7. **Committee Assignments - VOTE** Group 5:25  
    *-Naim Harrison*  
    *-Salvatore Russo*
8. **Development of Action Plan for Council Members' Rights and Responsibilities Work Group Materials - VOTE** Group 5:35  
    a) *Development of Conflict Resolution Policy* CM Molnar and CM Newell  
    b) *Development of Non-Discrimination Policy* CM Frazier and CM Flores  
    c) *Development of Rights and Responsibilities* Group  
    d) *New Business*
9. **Interviews for Council Membership - VOTE** Group 5:50  
    *-Jerrold Thomas*  
    *-Matt Geltmaker*  
    *-Carol Hudson*  
    *-Cherlynn Hubbard*
10. **Review Application(s) for Council Membership – VOTE** Group 6:30  
    *-Rachel Matillano*  
    *-Cicily Emerson*
11. **Discussion of Complaint Process and Procedure – VOTE** Group 6:40
12. **Discussion of Findings of Special Membership Meetings – VOTE** Group 6:50  
  
    *The Committee will discuss what was decided at the Special Membership Meeting of April 13<sup>th</sup>, 2009.*
13. **Next Meeting Date & Agenda Items** Group 7:00  
  
    *The next Membership Meeting is tentatively scheduled for Monday, June 8th, 2009, 25 Van Ness Room 330B from 5:00 PM-7:00 PM.*
14. **Adjournment** Group 7:00

<b>Mission Statement:</b> <b><i>To recruit, screen, train and retain Council Members.</i></b>
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Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.

*HIV Health Services Planning Council  
730 Polk Street San Francisco, CA 94109  
\*\*\*\*\**

*San Francisco Department of Public Health, HIV Health Services  
25 Van Ness Avenue, 3rd floor, San Francisco, CA 94102*

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American Sign Language interpreters, use of a reader during a meeting, or sound enhancement system, contact our office at (415) 674-4768. For a large print copy of agenda or minutes in alternative formats, contact our office at (415) 674-4768. In order to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products.

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Citizens are encouraged to testify at Committee meetings and to write letters to the co-chairs of a Committee or to Council members, c/o HIV Health Services Planning Council, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.

Agendas are available on the Internet at <http://www.dph.sf.ca.us/Meetings/meetings.htm>

### **THE AGENDA PACKET IS AVAILABLE FOR REVIEW AT**

HIV Health Services Planning Council Office, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.







**HIV Health Services Planning Council  
MEMBERSHIP COMMITTEE  
Monday, May 11, 2009  
Department of Public Health  
25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B  
5:00 -7:00 pm**

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**Committee Members Present:** Andrews, Banks, Flores, Frazier, Harris, Siron

**Committee Members Absent:** Margolis

**Others Present:** Cathy Newell (CM), Billie Cooper (CM), Anna Heath (CM), Mark Molnar (CM), Ken Pearce (CM), Terry Young (CM), Cherlynn Hubbard (Applicant), Jerrold Thomas (Applicant), Matt Geltmaker (Applicant), Carol Hudson (Applicant), Elaine Flores (Public), Celinda Cantu (DPH-HHS)

**Support Staff Present:** T.J. Lee, Natalie Bryson, Enrique Asis

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***Draft Minutes***

**1. Introductions**

The meeting was called to order at 5:11 pm by Co-Chair Frazier. Everyone introduced themselves and quorum was established.

**2. Review/Approve Agenda - VOTE**

The agenda was reviewed and approved by consensus.

**3. Review/Approve April 13<sup>th</sup>, 2009 Minutes, February 4, 2009 CMRR Minutes and April 13<sup>th</sup>, 2009 SPECIAL Membership Minutes – VOTE**

The April 13<sup>th</sup>, 2009 minutes were reviewed and approved by consensus.

The February 4<sup>th</sup>, 2009 CMRR minutes were reviewed and tabled until the next meeting. CM Banks requested the addition of his reference of motions from a 2008 Policy and Evaluation Meeting.

The April 13<sup>th</sup>, 2009 SPECIAL Membership minutes were reviewed and approved by consensus.

**4. Announcements**

- CM Banks mentioned a workshop that he attended "Addressing Environmental Health in San Francisco's African American Community put on by the African American Community Health Equity Council (AACHEC).
- Molnar noted that he will be taking a Leave of Absence from the Council to step in to Greg's role as interim Director.
- Celinda Cantu from DPH-HHS introduced herself and let the Committee know that she will be taking Dean's place as the staffer for Membership Committee meetings due to large transitions within DPH.

**5. Public Comment**

There was no public comment.

**6. Council Member Attendance Report/Letters to Send -VOTE**

*Council Support updated the Committee on Attendance Letters sent and status of Council Members. The Committee reviewed a three-month report (February, March and April 2009) on Council Member attendance. Committee decided whether to send letters to Council Members not meeting attendance requirements. The Committee discussed the creation of the attendance report, the Leave of Absence Policy and membership renewals.*

*Review of Potential Letters of Warning/Probation to Be Sent*

*-Naim Harrison (2 FC Meetings-Excused Feb FC/No Home Committee Assignment)*

*The Committee decided to send Naim a formal warning letter.*

*-Salvatore Russo*

*The Committee discussed creating a new policy for the P&P manual to reconcile to differences in opinion of the idea of membership before receiving the letter from the Mayor. This will be done at the next Membership Committee meeting. They decided to go forward and send Salvatore a warning letter.*

*Leave(s) of Absence*

*-Mary Lawrence Hicks (Returning June 8, 2009)*

*Requests for Leave(s) of Absence*

*-Don Frazier (To Return July 1, 2009)*

*His leave was granted.*

*-Mark Molnar (To be effective May 18, 2009 - Returning July 18, 2009)*

*His leave was granted.*

*Review Renewals*

*-Stacia Scherich*

**MOTION:** Molnar/Young to renew Stacia Scherich to the Council.

*Resignations*

*-Kelly Hart*

*Thank You for Service to the Council*

*-Ellen Sweetin*

*-Sparkie Spaeth*

*-Kelly Hart*

**7. Committee Assignments – VOTE**

*-Naim Harrison*

*-Salvatore Russo*

A discussion of the policies ensued.

**MOTION:** CM Pearce/CM Andrews for Naim Harrison to be put on the Membership Committee and for Salvatore Russo to be put on the Government and Provider Affairs Committee.

**VOTE:** The motion was passed unanimously by show of hands.

**8. Development of Action Plan for Council Members' Rights and Responsibilities Work Group Materials - VOTE**

*a) Development of Conflict Resolution Policy*

**MOTION AMENDMENT:** CM Molnar/CM Newell to accept the amendment "The decision by the mediator(s) will be the conclusion of the Conflict Resolution process at the Council level."

A discussion ensued.

**MOTION:** CM/Molnar/CM Newell to call the question.

**VOTE by show of hands:** The motion amendment passed with one Naye.

**MOTION:** See attachment #1.

A discussion ensued.

**MOTION:** CM Pearce/CM Molnar to call the question. The question called with one Naye.

**VOTE by show of hands:** The motion passed with two Naves and two Abstentions.

The rest of this agenda was tabled until the next meeting.

- b) *Development of Non-Discrimination Policy*
- c) *Development of Rights and Responsibilities*
- d) *New Business*

#### **9. Interviews for Council Membership - VOTE**

The Council reviewed references of each applicant and began interviews for Council membership at 6:45 pm.

*-Jerrold Thomas is an HIV+ African American unaligned consumer.*

**MOTION:** CM Molnar/CM Banks to recommend Jerrold Thomas to the Full Council for membership.

**VOTE by show of hands:** Jerrold Thomas was accepted unanimously.

*-Matt Geltmaker is an HIV+ Caucasian provider.*

**MOTION:** CM Molnar/CM Newell to recommend Matt Geltmaker to the Full Council for membership.

**VOTE by show of hands:** Matt Geltmaker was accepted unanimously.

*-Carol Hudson is an HIV+ Latina consumer.*

**VOTE by show of hands:** Carol Hudson was accepted unanimously.

*-Cherlynn Hubbard is an HIV- African American provider.*

**MOTION:** CM Banks/CM Heath to recommend Cherlynn Hubbard to the Full Council for membership.

**VOTE by show of hands:** Cherlynn Hubbard was accepted unanimously.

The interviews ended at 7:17 pm.

#### **10. Review Application(s) for Council Membership – VOTE**

This agenda item was tabled until the next meeting.

*-Rachel Matillano is an HIV- Asian/Pacific Islander provider.*

*-Cicily Emerson is a HIV- Caucasian provider.*

**MOTION:** CM Pearce/CM Siron to bring both Rachel Matillano and Cicily Emerson in to the next Membership meeting for an interview.

**VOTE by show of hands:** Both Rachel and Cicily's applications were accepted unanimously.

**11. Discussion of Complaint Process and Procedure – VOTE**

This agenda item was tabled until the next Membership Meeting.

**12. Discussion of Findings of Special Membership Meetings – VOTE**

This agenda item was tabled until the next Membership Meeting.

**13. Next Meeting Date & Agenda Items**

*The next Membership Meeting is tentatively scheduled for Monday, June 8th, 2009, 25 Van Ness Room 330B from 5:00 PM-7:00 PM.*

CM Banks suggested having a discussion regarding the Council receiving a training on the Sunshine Ordinance.

**14. Adjournment**

The meeting was adjourned at 7:22 pm by Co-Chair Flores.

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**HIV Health Services Planning Council**  
**MEMBERSHIP COMMITTEE**  
**Monday, June 8, 2009**  
**Department of Public Health**  
**25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B**  
**5:00 -7:00 pm**

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*Draft Agenda*

1. **Introductions** Group 5:00
2. **Review/Approve Agenda - VOTE** Group 5:03
3. **Review/Approve May 11<sup>th</sup>, 2009 Minutes, February 4<sup>th</sup>, CMRR Minutes, and Amended Minutes of Special Membership Meeting of March 25, 2009 – VOTE** Group 5:05
4. **Announcements** Group 5:07
5. **Public Comment** Group 5:10
6. **Discussion of Complaint Process and Procedure – VOTE** 5:12

*The Committee will discuss the current complaint process.*

7. **Review of “Draft Work Group Agreements” – VOTE** 5:30

*The Committee will review the Draft Work Group Agreements as they pertain to the pending Conflict Resolution Policy as laid out by the Council Member Rights and Responsibilities Work Group.*

8. **Discussion of Findings of Special Membership Meetings – VOTE** Group 5:45

*The Committee will discuss resolutions of the Special Membership Meeting of April 13th, 2009 and next steps*

9. **Council Member Attendance Report/Letters to Send -VOTE** Group 6:05

*Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month report (March, April and May 2009) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements. The Committee will discuss the creation of the attendance report, the Leave of Absence Policy and membership renewals.*

*Review of Letters of Probation that have been sent*

*Review of Potential Letters of Warning/Probation to Be Sent*

*-Warning: Paul Margolis (only 3 meetings attended)*

*-Probation: Salvatore Russo (warning letter sent and no attendance at FC meeting)*

*Probation/Warning Letters sent*

*-Naim Harrison*

*-Salvatore Russo*

*Leave(s) of Absence*

- Don Frazier (Returning July 1, 2009)
- Mark Molnar (Returning July 18, 2009)

*Requests for Leave(s) of Absence*

- Matt Miller (Effective immediately, returning August 1<sup>st</sup>)

*Review Renewals*

*Resignations*

*Thank You for Service to the Council*

*Dismissal Letters to be Sent Due to Attendance Requirements*

**10. Committee Assignments - VOTE**

Group 6:20

- Aaron Chandler
- Jesus Guillen
- Mary Lawrence Hicks

**11. Interviews for Council Membership - VOTE**

Group 6:30

- Cicily Emerson
- Rachel Matillano

**12. Review Application for Council Membership - VOTE**

Group 6:50

- Mark Agtane

**13. Next Meeting Date & Agenda Items**

Group 6:55

*The next Membership Meeting is tentatively scheduled for Monday, July 13th, 2009, 25 Van Ness Room 330B from 5:00 PM-7:00 PM.*

***PARKING LOT:***

- Development of Non-Discrimination Policy
- Development of Council Member Rights and Responsibilities
- Development of Support Staff Requests
- Discussion of Policy re: Membership prior to Mayoral letter
- Discussion of Membership Renewal Policy
- Rescheduling of October 12<sup>th</sup> meeting due to Holiday

**14. Adjournment**

Group 7:00

**Mission Statement:**

***To recruit, screen, train and retain Council Members.***

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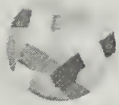
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**HIV Health Services Planning Council**  
**MEMBERSHIP COMMITTEE**  
**Monday, June 8, 2009**  
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**25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B**  
**5:00 -7:00 pm**

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**Committee Members Present:** Co-Chair Flores, Andrews, Banks, Harrison, Margolis

**Committee Members Absent:** Co-Chair Frazier, Siron, Harris

**Others Present:** CM Guillen, CM Manley, CM Scherich, Rachel Matillano (Applicant), Cicily Emerson (Applicant), Mark Agtane (Applicant), Elaine Flores (Public)

**Support Staff Present:** T.J. Lee, Enrique Asis, Natalie Bryson

*Draft Minutes*

**1. Introductions**

The meeting was called to order at 5:08 pm by Co-Chair Flores. Everyone introduced themselves and quorum was established.

**2. Review/Approve Agenda - VOTE**

The agenda was reviewed, item number seven was tabled until the next meeting, and the agenda was then approved by consensus.

**3. Review/Approve May 11<sup>th</sup>, 2009 Minutes, February 4<sup>th</sup>, CMRR Minutes, and Amended Minutes of Special Membership Meeting of March 25, 2009 – VOTE**

- The May 11<sup>th</sup>, 2009 Draft Minutes were reviewed and approved by consensus.
- The February 4<sup>th</sup>, 2009 CMRR Work Group Draft Minutes were reviewed and tabled until the next meeting.
- The Amended March 25<sup>th</sup>, 2009 Special Membership Amended Minutes were reviewed, the wording was changed in agenda item 6, part 4, and were then approved by consensus.

**4. Announcements**

- Co-Chair Flores apologized to CM Banks for the outburst at the prior month's meeting and for not keeping the situation under control.
- Council Support T.J. Lee announced that anyone who has not turned in their annual FPPC 700 Form should do so as soon as possible. He noted that Council Support Director Greg Zhovreboff will return on July 1<sup>st</sup>. He also announced that if anyone does not own a Policy and Procedure Manual to contact Council Support for one.

**5. Public Comment**

There was no public comment.

## **6. Discussion of Complaint Process and Procedure – VOTE**

The Committee discussed the current complaint process and procedure. CM Andrews explained that he felt that the Membership Committee is already overburdened and that adding on the complaint process to the workload has made it difficult for the Committee to complete much of their essential work. He suggested moving the complaint process from Membership to Steering.

**MOTION:** CM Andrews/CM Scherich for the complaint process be moved temporarily from Membership to Steering until after the 2009 Prioritization and Allocation Summit.

A discussion ensued regarding potential conflicts of interest, the purview of the committees and the need for Full Council ratification.

**VOTE-Ayes: 3 Nays: 4** (Flores, Banks, Harrison, Flores) **Abstentions: 1** (Guillen)

**The motion did not pass.**

**MOTION:** CM Margolis/CM Scherich to spend no longer than sixty minutes on the complaint proceedings. If the process takes longer, move it to the Steering Committee to be completed.

The motion was discussed.

**VOTE-Ayes: 5** (Andrews, Margolis, Flores, Manley Scherich) **Nays: 1 Abstentions: 2** (Guillen)

**The motion passed.**

## **7. Review of “Draft Work Group Agreements” – VOTE**

The Committee tabled this agenda item until the next meeting.

## **8. Discussion of Findings of Special Membership Meetings – VOTE**

The Committee discussed the resolutions of the Special Membership Meeting of April 13th, 2009 and next steps to be taken. The motion from the final Special Membership meeting is Attachment #1.

**MOTION:** CM Margolis/CM Andrews to call the question.

**VOTE-Ayes: 3 Nays: 1 Abstention: 2 Recusals: 1**

The motion did not pass and the debate was reopened.

**MOTION:** CM Margolis/CM Andrews to approve the resolution as written.

**VOTE-Ayes: 5** (Andrews, Margolis, Guillen, Scherich, Flores) **Nays: 0 Abstentions: 1 Recusals: 1**

The motion passed and will be moved forward to the Steering Committee.

## **9. Interviews for Council Membership - VOTE**

*-Cicily Emerson is an HIV- Caucasian provider for the Marin County Department of Health and Human Services.*

**MOTION:** CM Banks/CM Andrews to recommend Cicily Emerson to the Full Council for Membership.

**VOTE by show of hands:** Cicily Emerson was accepted by consensus with one recusal.

*-Rachel Matillano is an HIV- Asian provider for the API Wellness Center.*

**MOTION:** CM Banks/CM Andrews to recommend Rachel Matillano to the Full Council for Membership.

**VOTE by show of hands:** Rachel Matillano was accepted unanimously.

**10. Review Application for Council Membership - VOTE**

*-Mark Agtane is an HIV+ non-aligned Asian consumer.*

**MOTION:** CM Banks/CM Margolis to interview Mark Agtane at the next Membership Committee meeting.

**VOTE by show of hands:** The motion passed unanimously.

**11. Council Member Attendance Report/Letters to Send -VOTE**

*Council Support updated the Committee on Attendance Letters sent and status of Council Members. The Committee reviewed a three-month report (March, April and May 2009) on Council Member attendance. The Committee decided whether to send letters to Council Members not meeting attendance requirements. The Committee discussed the creation of the attendance report, the Leave of Absence Policy and membership renewals.*

*Review of Letters of Probation that have been sent*

*Review of Potential Letters of Warning/Probation to Be Sent*

*-Warning: Paul Margolis (only 3 meetings attended)*

*A warning letter will be sent.*

*-Probation: Salvatore Russo (warning letter sent and no attendance at FC meeting)*

*A probation letter will be sent.*

*Probation/Warning Letters sent*

*-Warning: Naim Harrison*

*- Warning: Salvatore Russo*

*Leave(s) of Absence*

*-Don Frazier (Returning July 1, 2009)*

*-Mark Molnar (Returning July 18, 2009)*

*Requests for Leave(s) of Absence*

*-Matt Miller (Effective immediately, returning August 1<sup>st</sup>)*

**The leave of absence was granted by consensus.**

*Review Renewals*

*Resignations*

*Thank You for Service to the Council*

*Dismissal Letters to be Sent Due to Attendance Requirements*

**10. Committee Assignments - VOTE**

*-Aaron Chandler will be placed on the Consumer and Minority Affairs Committee.*

*-Jesus Guillen will be placed on the Consumer and Minority Affairs Committee.*

*-Mary Lawrence Hicks will be placed on the Government and Provider Affairs Committee.*

### **13. Next Meeting Date & Agenda Items**

*The next Membership Meeting is tentatively scheduled for Monday, July 13th, 2009, 25 Van Ness Room 330B from 5:00 PM-7:00 PM.*

#### ***PARKING LOT:***

- Development of Non-Discrimination Policy*
- Development of Council Member Rights and Responsibilities*
- Development of Support Staff Requests*
- Discussion of Policy re: Membership prior to Mayoral letter*
- Discussion of Membership Renewal Policy*
- Rescheduling of October 12<sup>th</sup> meeting due to Holiday*
- Sunshine Ordinance Training*

### **14. Adjournment**

The meeting was adjourned at 7:30 pm by Co-Chair Flores.

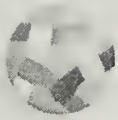


## **ATTACHMENT #1**

### **Motion created from findings of April 13<sup>th</sup> Final SPECIAL Membership Meeting**

CM Frazier/CM Harris to find that some of the allegations are substantiated by substantial evidence, but that it does not warrant the removal of the Co-Chairs from their positions (Section 7.8, II, e, ii). Once this has been completed, the Special Membership Committee will recommend further action for reconciliation, which follows. The recommendations include, but are not limited to: (1) mediation between Co-Chairs and CM Banks with the understanding that changes will need to be made to the Policy and Procedure Manual regarding mediation, disciplinary action and involuntary removal when the situation arises, (2) ensuring that conflict resolution is a culturally competent process, (3) to review and finalize the CMRR Work Group Conflict Resolution Policy as a Council process, (4) to identify ways to support consumers on the Council, (5) review letter that was sent to the Mayor during the conflict resolution process for possible expunging from the record, (6) to clarify the conflict resolution policy between Council Support and Council Members, (7) to review and finalize the motion on requests for Council Support to provide information, (8) for Council Members to attend a training and/or refresher course on the Sunshine Ordinance, (9) for all Co-Chairs, Council and Committee, present and future to undergo mandatory leadership trainings and (10) to request technical support from HRSA both for conflict resolution and mediation, and Policy and Procedure revisions.





HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, July 13, 2009

Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

5:00 -7:00 pm

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*Draft Agenda*

1. **Introductions** Group 5:00
2. **Review/Approve Agenda - VOTE** Group 5:03
3. **Review/Approve: June 8<sup>th</sup>, 2009 Minutes; February 4<sup>th</sup>, CMRR Minutes; Amended Minutes of Special Membership Meeting of February 18<sup>th</sup>, 2009 – VOTE** Group 5:05
4. **Announcements** Group 5:15
5. **Public Comment** Group 5:20
6. **Review of draft "Work Group Agreements" – VOTE** Council Support and C. Newell 5:22

*The Committee will review the draft "Work Group Agreements" as generated by the Council Member Rights and Responsibilities Work Group.*

7. **Council Member Attendance Report/Letters to Send – VOTE** Group 5:50

*Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month report (March, April and May 2009) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements. The Committee will discuss the creation of the attendance report, the Leave of Absence Policy and membership renewals.*

*Probation/Warning Letters sent*

*-Paul Margolis*

*-Salvatore Russo*

*Leave(s) of Absence*

*-Mark Molnar (formerly returning July 18, 2009, currently returning August 7, 2009)*

*Resignation and Thank You for Service to the Council*

*-Susan Philip*

*Review of Potential Letters of Warning/Probation to Be Sent*

*-Paul Margolis (only 3 meetings in last quarter)*

*Dismissal Letters to be sent due to Attendance Requirements*

*-Salvatore Russo (Last meeting attended: Full Council 4/27)*

8. **Committee Assignments - VOTE** Group 6:05  
*-Matt Miller*  
*-Terry Young*
9. **Interviews for Council Membership - VOTE** Group 6:10  
*-Mark Agtane*
10. **Review of applications for Council Membership - VOTE** Group 6:20  
*-Susan Shea*
11. **Discussion regarding At-Large Steering Committee Membership – VOTE** Group 6:25  
*The Committee will discuss and make a recommendation regarding the process of electing a new At-Large Steering Committee Members.*
12. **Discussion of Support Staff Requests Policy - VOTE** Group 6:35  
*The Committee will review the Support Staff Requests Policy generated by the CMRR workgroup.*
13. **Discussion of New Member Policy re Membership prior to Mayoral letter** Group 6:50  
*The Committee will review the rights and responsibilities of new members prior to Mayoral letter of approval*
14. **Next Meeting Date & Agenda Items** Group 6:55  
*The next Membership Meeting is tentatively scheduled for Monday, August 10th, 2009, 25 Van Ness Room 330B from 5:00 PM-7:00 PM.*

**PARKING LOT:**

- Development of Council Member Rights and Responsibilities*
- Discussion of Membership Renewal Policy*
- Rescheduling of October 12<sup>th</sup> meeting due to Holiday*

15. **Adjournment** Group 7:00

**Mission Statement:**

***To recruit, screen, train and retain Council Members.***

Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.

*HIV Health Services Planning Council  
730 Polk Street San Francisco, CA 94109*

\*\*\*\*\*

*San Francisco Department of Public Health, HIV Health Services  
25 Van Ness Avenue, 3rd floor, San Francisco, CA 94102*

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HIV Health Services Planning Council Office, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.





HIV Health Services Planning Council  
MEMBERSHIP COMMITTEE  
Monday, July 13, 2009  
Department of Public Health  
25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B  
5:00 -7:00 pm

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**Committee Members Present:** Andrews, Banks, Co-Chair Flores, Harrison, Margolis

**Committee Members Absent:** Frazier (LoA), Harris, Siron, Elaine Flores (Public)

**Others Present:** CM Manley, CM Thomas, CM Young

**Support Staff Present:** Asis, Bryson, Lee, Molnar

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## *Minutes*

### **1. Introductions**

The meeting was called to order at 5:12 pm by Co-Chair Flores. Everyone introduced themselves and quorum was established.

### **2. Review/Approve Agenda - VOTE**

The agenda was reviewed a quick change was made to the dates reviewed in agenda item 7, and was then approved by consensus.

### **3. Review/Approve: June 8<sup>th</sup>, 2009 Minutes; February 4<sup>th</sup>, CMRR Minutes; Amended Minutes of Special Membership Meeting of February 18<sup>th</sup>, 2009 – VOTE**

The June 8<sup>th</sup> 2009 minutes were reviewed and approved by consensus with one abstention by CM Banks.

The February 4<sup>th</sup> CMRR minutes were reviewed and approved by consensus.

The February 18<sup>th</sup> AMENDED Special Membership minutes were reviewed and approved by consensus.

### **4. Announcements**

- CM Banks announced that he will be filing a grievance against Shanti for the June 18<sup>th</sup> Steering Agenda which he believes left off the African American votes.
- Council Support Molnar gave the Committee a quick update on the timeline for the two pending requests for removal. The request from CM Banks is being dialogued, while CM Siron's will be taken on after CM Banks' is completed. This will be put on the August agenda.
  - CM Banks read a portion of an email between himself and the Council Co-Chairs.
- CM Andrews announced that AIDS Walk is this Sunday, July 18<sup>th</sup> from 10:30am-2pm. So far, eight people have signed up to help out at the informational booth that the SF HHSPC will have up on Hippie Hill in Golden Gate Park.
  - Council Support Lee noted that there will be a \$5 parking special at UCSF, 400 Parnassus.

5. **Public Comment**

There was no public comment.

6. **Review of draft "Work Group Agreements" – VOTE**

The Committee reviewed the draft "Work Group Agreements" as generated by the Council Member Rights and Responsibilities Work Group. Council Support Molnar provided a quick background on the issue. The documents were discussed.

**MOTION** CM Andrews/CM Margolis: to add "mode of transmission" to the statement of non-discrimination and to then add the document to the Policy and Procedure Manual. **The motion passed unanimously. See voting attached voting sheet [1].**

**MOTION** CM Banks/CM Andrews: to add a new number one to the priority list, and move all other agreements down accordingly. The addition would read: "All local, state and federal laws and ordinances". **The motion passed unanimously. See voting attached voting sheet [2].**

7. **Council Member Attendance Report/Letters to Send – VOTE**

*Council Support updated the Committee on Attendance Letters sent and the status of current Council Members. The Committee reviewed a three-month report (April, May and June 2009) on Council Member attendance. The Committee decided whether to send letters to Council Members not meeting attendance requirements. Parking Lot: The Committee will discuss the creation of the attendance report, the Leave of Absence Policy and membership renewals.*

*Probation/Warning Letters sent*

*-Paul Margolis  
-Salvatore Russo*

*Leave(s) of Absence*

*-Mark Molnar (formerly returning July 18, 2009, currently returning August 7, 2009)  
-Don Frazier (returning August 1<sup>st</sup>, 2009)*

*Resignation and Thank You for Service to the Council*

*-Susan Philip*

*Review of Potential Letters of Warning/Probation to Be Sent*

*Dismissal Letters to be sent due to Attendance Requirements*

*-Salvatore Russo (Last meeting attended: Full Council 4/27)*

The Committee has decided that due to inaction, Salvatore Russo is assumed to have resigned. A dismissal letter will be sent with instructions on how to appeal should he want to. CM Banks spoke against the action.

8. **Committee Assignments – VOTE**

CM Banks will possibly request to be moved to the Pol Committee.

*-Matt Miller has requested committees in this order:*

- 1) GPA*
- 2) CMA*
- 3) Membership*

*-Terry Young has requested committees in this order:*



1) Membership

2) CMA

3) GPA

**MOTION:** CM Andrews/CM Margolis to give both CM Miller and CM Young their first choices for Committees. The motion was passed by consensus.

**9. Interviews for Council Membership - VOTE**

*-Mark Agtane*

This agenda item was tabled until the next meeting as Mark Agtane is ill.

**10. Review of applications for Council Membership - VOTE**

*-Susan Shea*

This agenda item was tabled until the next meeting, as no application was turned into Enrique Asis, the Council's Training and Education Coordinator.

**11. Discussion regarding At-Large Steering Committee Membership – VOTE**

The Committee discussed and made a recommendation regarding the process of electing a new At-Large Steering Committee Members. CM Andrews proposed that he could possibly step-down from his position as an At-Large Steering Committee member.

**MOTION:** CM Andrews/CM Manley to accept John Andrews' resignation as At-Large Steering Committee member and to accept both Gerardo Ramos and Anna Heath as replacements.

**The motion passed with one naye. See voting attached voting sheet [3].**

**MOTION:** CM Margolis/CM Manley to propose two options to the Steering Committee, with the second option reading: To accept John Andrews' resignation and reopen nominations for the two At-Large Steering Committee position, with a vote to take place at the September Full Council.

**The motion passed with one abstention. See voting attached voting sheet [4].**

This will be made as a recommendation to the Steering Committee.

**12. Discussion of Support Staff Requests Policy - VOTE**

The Committee reviewed the Support Staff Requests Policy generated by the CMRR workgroup.

**MOTION:** CM Banks to take away this draft and instead use the wording directly from the Sunshine Ordinance Task Force.

**CM Banks rescinded the motion**, and the issue will be discussed in-depth at the August meeting. CM Andrews suggested that all members read the pertinent section(s) of the Sunshine Ordinance Task Force.

**13. Discussion of New Member Policy re: Membership prior to Mayoral letter**

This agenda item was tabled until the next meeting.

**14. Next Meeting Date & Agenda Items**

*The next Membership Meeting is tentatively scheduled for Monday, August 10th, 2009, 25 Van Ness Room 330B from 5:00 PM-7:00 PM.*

**PARKING LOT:**

*-Development of Council Member Rights and Responsibilities*

*-Discussion of Membership Renewal Policy*

*-Rescheduling of October 12<sup>th</sup> meeting due to Holiday*

*-Discussion of tie policy*

-Discussion of New Member Policy re: Membership Prior to Mayoral Letter

-Interview of Mark Agtane

-Review of Susan Shea's Application

15. Adjournment

The meeting was adjourned at 7:00 pm by Co-Chair Flores.

**Membership Committee**

**HIV Health Services Planning Council**

Roll Call: P=Present; A=Absent; E=Excused; L=Leave of Absence  
Votes]: Y=Yes; N=No; B=Abstain; R= Recused (deduct from quorum)

July 13, 2009		roll	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
1.	<b>John Andrews</b>	P	Y	Y	Y	Y					
2.	<b>Raymond Banks</b>	P	Y	Y	Y	Y					
3.	<b>Wade Flores (Co-Chair)</b>	P	Y	Y	Y	Y					
	<b>Donald Frazier (Co-Chair)</b>	LOA									
4.	Chris Harris	A	-	-	-	-					
5.	<b>Naim Harrison</b>	P	Y	Y	N	Y					
6.	<b>Paul Margolis</b>	P	Y	Y	Y	Y					
7.	<b>Charles Siron</b>	E	-	-	-	-					
1.	<b>Randy Allgaier</b>										
2.	Margot Antonetty										
3.	<b>Noah Briones</b>										
4.	<b>Jeff Byers</b>										
5.	<b>Aaron Chandler</b>										
6.	<b>Billie Cooper</b>										
7.	<b>Matt Geltmaker***</b>										
8.	<b>Jesus Guillen</b>										
9.	<b>Anna Heath</b>										
10.	Mary Lawrence Hicks										
11.	Cherrlynn Hubbard***										
12.	<b>Carol Hudson***</b>										
13.	<b>Lee Jewell</b>										
14.	<b>Steve Manley</b>	P	Y	Y	Y	B					
15.	<b>Matthew Miller</b>										
	Mark Molnar	LOA									

16.	<b>Catherine Newell</b>										
	July 13, 2009	roll	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
17.	<b>Ken Pearce</b>										
18.	Maritza Penagos										
19.	<b>Veronica Pillatzke</b>										
20.	Salvatore Russo										
21.	Gerardo Ramos										
22.	<b>Stacia Scherich</b>										
23.	George Simmons										
24.	Donald Soto										
25.	<b>Jerrold Thomas***</b>	P	-	-	-	-					
26.	Laura Thomas										
27.	<b>Terry Young</b>	P	-	-	-	-					

<b>Ayes</b>		6	6	5	5						
<b>Nayes</b>		0	0	1	0						
<b>Abstain</b>		0	0	0	1						
<b>Recusal</b>		0	0	0	0						
<b>Total</b>											
***Pending Mayoral Appointment											

\*=NEW MEMBERS: check to see if they have received appointment letters from the Mayor before considering them as voting members. All new members must have received Mayoral appointment letters.

**QUORUM** (Needs to be ½ of Total Members:  $(7/2) + 1 = 5$  members, of which at least 25% of members present must be living with HIV. As of 1/26/2009, 58% of Council members are HIV positive.







HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, August 10, 2009

Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330A

5:00 -7:00 pm

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***Draft Agenda***

- |   |            |
|---|------------|
| 1. Introductions  | Group 5:00 |
| 2. Review/Approve Agenda - VOTE                               | Group 5:03 |
| 3. Review/Approve July 13 <sup>th</sup> , 2009 Minutes – VOTE | Group 5:05 |
| 4. Announcements  | Group 5:15 |
| 5. Public Comment   | Group 5:20 |
| 6. Interview for Council Membership - VOTE                    | Group 5:25 |

*-Mark Agtane*

- |  |            |
|--|------------|
| 7. Council Member Attendance Report/Letters to Send – VOTE | Group 5:45 |
|--|------------|

*Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month report (May, June and July 2009) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements. The Committee will discuss the creation of the attendance report, the Leave of Absence Policy and membership renewals.*

*Probation/Warning Letters sent*

*Leave(s) of Absence*

*-Don Frazier (extension request through September 1<sup>st</sup>)*

*-Gerardo Ramos (beginning August 3<sup>rd</sup> and ending September 15<sup>th</sup>)*

*Review Renewals*

*-Raymond Banks*

*-Jeff Byers*

*-Don Frazier (renewal application not yet received)*

*-Naim Harrison*

*-Ken Pearce*

*-Don Soto*

*Review of Potential Letters of Warning/Probation to Be Sent*

8. **Committee Assignments - VOTE**

Group 6:15

-Matt Geltmaker

1) GPA

2) CMA

3) POI

-Cherrlynn Hubbard

1) Membership

2) CMA

3) POI

-Carol Hudson

1) GPA

2) POI

-Jerrold Thomas

1) GPA

2) POI

3) CMA

9. **Involuntary Removal Request Update**

Group 6:20

*The Committee will note the withdrawal of the involuntary removal request of the Council Co-Chairs by CM Raymond Banks.*

10. **Discussion of Involuntary Removal Request - VOTE**

Group 6:25

*The Committee will discuss next steps for the involuntary removal request of CM Raymond Banks by CM Charles Siron.*

11. **Discussion of New Member Policy re Membership prior to Mayoral letter – VOTE**

Group 6:45

*The Committee will review the rights and responsibilities of new members prior to Mayoral letter of approval.*

12. **Next Meeting Date & Agenda Items**

Group 6:55

*The next Membership Meeting is tentatively scheduled for Monday, September 14th, 2009, 25 Van Ness Room 330A from 5:00 PM-7:00 PM.*

**PARKING LOT:**

-Development of Council Member Rights and Responsibilities

-New Business of CMRR Work Group: Behavioral Management Model; Appealing

-Council Decision

-Discussion of Membership Renewal Policy

-Rescheduling of October 12<sup>th</sup> meeting due to Holiday

-Discussion of Cultural Humility Workshops

-Policy regarding tie votes (e.g. At-Large Steering Committee mtg)

13. **Adjournment**

Group 7:00

**Mission Statement:**

***To recruit, screen, train and retain Council Members.***

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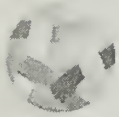
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# HIV Health Services Planning Council

## MEMBERSHIP COMMITTEE

Monday, August 10, 2009

Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330A

5:00 -7:00 pm

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**Committee Members Present:** Andrews, Banks, Flores, Harris, Harrison, Margolis, Siron, Young

**Committee Members Absent:** Frazier (LoA)

**Others Present:** Allgaier, Guillen, Heath, Hudson, Jewell, Manley, Matillano, Molnar, Scherich

**Support Staff Present:** Asis, Bryson, Lee

### *Draft Minutes*

#### 1. Introductions

The meeting was called to order at 5:05 pm by Co-Chair Flores. Everyone introduced themselves and quorum was established.

#### 2. Review/Approve Agenda - VOTE

The agenda was reviewed and approved by consensus.

#### 3. Review/Approve July 13<sup>th</sup>, 2009 Minutes – VOTE

The July 13, 2009 minutes were reviewed and approved by consensus.

#### 4. Announcements

- CM Allgaier announced that the Ryan White program is ending on September 30<sup>th</sup> and noted that Congress has only three and a half weeks to renew this once they return from vacation. He also announced that there will be 13 community meetings held to help create a National AIDS Strategy. He announced that the National Working Positive Coalition and Positive Resource Center are collaborating to hold a one day institute on employment and vocational rehabilitation issues for people living with HIV/AIDS which will be held on October 28<sup>th</sup>.
- CM Banks announced that he plans to have an independent body review an opinion on medical information that was released.
- Council Support T.J. Lee noted that no electronic devices are allowed during meetings. He also announced that all new Council Members have now received their Mayoral letters of approval. He also noted that Council Support is working on recording votes more effectively, and will now request that most votes be by roll call. He also announced that his Gay Men's Cancer Support Group meets the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of each month and that he is performing in a show called "Shades of Grey" at Next Stage. He also took time to explain what each vote means (i.e. recusal, abstention).

5. **Public Comment**

There was no public comment.

6. **Interview for Council Membership - VOTE**

The Council interviewed Mark Agtane, an HIV+ Pacific Islander/Native Hawaiian for admission onto the Council.

**MOTION:** CM Banks/CM Matillano to accept Mark Agtane as a member on the Council.

**VOTE by Roll Call.** The motion passed unanimously. See voting worksheet [1].

7. **Council Member Attendance Report/Letters to Send – VOTE**

Council Support updated the Committee on the status of Council Members. The Committee reviewed a three-month report (May, June and July 2009) on Council Member attendance. The Committee decided whether to send letters to Council Members not meeting attendance requirements. The Committee discussed the creation of the attendance report, the Leave of Absence Policy and membership renewals.

*Probation/Warning Letters sent*

*Leave(s) of Absence*

*-Don Frazier (extension request through September 1<sup>st</sup>)*

*-Gerardo Ramos (beginning August 3<sup>rd</sup> and ending September 15<sup>th</sup>)*

**MOTION:** CM Molnar CM Scherich to approve CM Frazier's extension and CM Ramos' request.

**VOTE by Roll Call.** The motion passed unanimously. See voting worksheet [2].

*Review Renewals*

*-Raymond Banks*

A discussion ensued.

**VOTE by Roll Call.** CM Banks was not recommended for renewal to the Council. See voting worksheet [3].

*-Jeff Byers*

A discussion ensued.

**VOTE by Roll Call.** CM Byers was recommended for renewal to the Council. See voting worksheet [4].

*-Don Frazier (renewal application not yet received)*

*-Naim Harrison*

A discussion ensued.

**VOTE by Roll Call.** CM Harrison was recommended for renewal to the Council. See voting worksheet [5].

*-Ken Pearce*

A discussion ensued.

**VOTE by Roll Call.** CM Pearce was recommended for renewal to the Council. See voting worksheet [6].

-Don Soto

A discussion ensued.

**VOTE by Roll Call.** CM Soto was recommended for renewal to the Council. See voting worksheet [7].

*Review of Potential Letters of Warning/Probation to Be Sent*

**8. Committee Assignments - VOTE**

-Matt Geltmaker

1) GPA

2) CMA

3) POI

-Cherrlynn Hubbard

1) Membership

2) CMA

3) POI

-Carol Hudson

1) POI

2) CMA

-Jerrold Thomas

1) GPA

2) POI

3) CMA

**MOTION:** CM Allgaier/CM Margolis to give all four Council Members their first choice of Committee assignment.

**VOTE by Roll Call.** The motion passed unanimously. See voting worksheet [8].

**9. Involuntary Removal Request Update**

The Committee noted the withdrawal of the involuntary removal request of the Council Co-Chairs by CM Raymond Banks.

**10. Discussion of Involuntary Removal Request - VOTE**

The Committee discussed next steps for the involuntary removal request of CM Raymond Banks by CM Charles Siron. The Committee tabled the discussion until September's meeting.

**11. Discussion of New Member Policy re Membership prior to Mayoral letter – VOTE**

The Committee reviewed the rights and responsibilities of new members prior to the Mayoral letter of approval. The Committee decided to table the meeting until September.

**12. Next Meeting Date & Agenda Items**

*The next Membership Meeting is tentatively scheduled for Monday, September 14th, 2009, 25 Van Ness Room 330A from 5:00 PM-7:00 PM.*

**PARKING LOT:**

- Discussion of Support Staff Requests
- Development of Council Member Rights and Responsibilities
- New Business of CMRR Work Group: Behavioral Management Model; Appealing Council Decision
- Discussion of Membership Renewal Policy
- Rescheduling of October 12<sup>th</sup> meeting due to Holiday
- Discussion of Cultural Humility Workshops
- Policy regarding tie votes (e.g. At-Large Steering Committee mtg)

**13. Adjournment**

The meeting was adjourned at 7:04 pm by Co-Chair Flores.

**Membership Committee****HIV Health Services Planning Council**

Roll Call: P=Present; A=Absent; E=Excused; L=Leave of Absence

Votes: Y=Yes; N=No; B=Abstain; R= Recused (deduct from quorum)

August 10, 2009		roll	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
1.	John Andrews	P	Y	Y	N	Y	Y	Y	Y	Y	
2.	Raymond Banks	P	Y	Y	Y	Y	Y	Y	Y	Y	
3.	Wade Flores (Co-Chair)	P	Y	Y	N	Y	Y	Y	Y	Y	
	Donald Frazier (Co-Chair)	LOA									
4.	Chris Harris	P	Y	Y	N	Y	Y	Y	Y	Y	
5.	Naim Harrison	P	Y	Y	Y	A	A	Y	Y	Y	
6.	Paul Margolis	P	Y	Y	N	Y	Y	Y	Y	Y	
7.	Charles Siron	P	Y	Y	N	Y	Y	Y	Y	Y	
8.	Terry Young	P	Y	Y	N	Y	Y	Y	Y	Y	
1.	Randy Allgaier	P	Y	Y	A	A	Y	Y	Y	Y	
2.	Margot Antonetty	-	-	-	-	-	-	-	-	-	
3.	Noah Briones	-	-	-	-	-	-	-	-	-	
4.	Jeff Byers	-	-	-	-	-	-	-	-	-	
5.	Aaron Chandler	-	-	-	-	-	-	-	-	-	
6.	Billie Cooper	-	-	-	-	-	-	-	-	-	
7.	Cicily Emerson	-	-	-	-	-	-	-	-	-	
8.	Matt Geltmaker	-	-	-	-	-	-	-	-	-	
9.	Jesus Guillen	P	Y	Y	N	Y	Y	Y	Y	Y	
10.	Anna Heath	P	Y	Y	A	Y	Y	Y	Y	Y	



11.	Mary Lawrence Hicks	-	-	-	-	-	-	-	-	-	
12.	Cherrlynn Hubbard	-	-	-	-	-	-	-	-	-	
13.	Carol Hudson	P	Y	Y	Y	A	Y	A	A	Y	
14.	Lee Jewell	P	Y	Y	N	Y	Y	Y	Y	Y	
15.	Steve Manley	P	Y	Y	N	Y	Y	Y	Y	Y	
16.	Rachel Matillano	P	Y	Y	A	Y	Y	Y	Y	Y	
17.	Matthew Miller	-	-	-	-	-	-	-	-	-	
18.	Mark Molnar	P	Y	Y	A	Y	A	A	Y	-	
19.	Catherine Newell	-	-	-	-	-	-	-	-	-	
20.	Ken Pearce	-	-	-	-	-	-	-	-	-	
21.	Maritza Penagos	-	-	-	-	-	-	-	-	-	
22.	Veronica Pillatzke	-	-	-	-	-	-	-	-	-	
23.	Salvatore Russo	-	-	-	-	-	-	-	-	-	
	Gerardo Ramos	LOA									
24.	Stacia Scherich	P	Y	Y	N	-	Y	Y	Y	Y	
25.	George Simmons	-	-	-	-	-	-	-	-	-	
26.	Donald Soto	-	-	-	-	-	-	-	-	-	
27.	Jerrold Thomas	-	-	-	-	-	-	-	-	-	
28.	Laura Thomas	-	-	-	-	-	-	-	-	-	

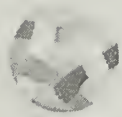
Ayes		17	17	3	14	15	15	16	16	
Nayes		0	0	10	0	0	0	0	0	
Abstain		0	0	4	2	2	2	1	0	
Recusal		0	0	0	0	0	0	0	0	
Total		17	17	17	16	17	17	17	16	

*QUORUM (Needs to be 1/2 of Total Members: (8/2) +1 = 5 members, of which at least 25% of members present must be living with HIV. As of 6/30/2009, 63% of Council members are HIV positive.*

**OTHERS PRESENT:**

Mark Agtane-Applicant	
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# HIV Health Services Planning Council

## MEMBERSHIP COMMITTEE

Monday, September 14, 2009

Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330A

5:00 -7:00 pm

### *Draft Agenda*

1. Introductions Group 5:00
2. Review/Approve Agenda - VOTE Group 5:03
3. Review/Approve August 10<sup>th</sup>, 2009 Minutes – VOTE Group 5:05
4. Announcements Group 5:15
5. Public Comment Group 5:20
6. Demographic Information Update Group 5:25
7. Council Member Attendance Report/Letters to Send – VOTE Group 5:30

*Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month report (June, July and August 2009) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements. The Committee will discuss the creation of the attendance report, the Leave of Absence Policy and membership renewals.*

#### *Leave(s) of Absence*

- Gerardo Ramos (ending September 15<sup>th</sup>)*
- Don Frazier (ended on September 1<sup>st</sup>)*

#### *Review Renewals*

- John Andrews*
- Wade Flores*

#### *Resignations*

- Raymond Banks*
- George Simmons*
- Don Frazier*

#### *Thank You for service to the Council*

- Raymond Banks*
- George Simmons*
- Don Frazier*

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*Review of Letters of Probation that have been sent*  
*Review of Potential Letters of Warning/Probation to be sent*  
*Requests for Leave of Absence*  
*Dismissal Letters to be sent due to attendance requirements*

8. **Open Nominations for new Membership Co-Chair – VOTE** Group 5:45
9. **Committee Assignments - VOTE** Group 5:55  
    *-Cicily Emerson*  
        1) GPA  
        2) Pol  
        3) CMA  
    *-Rachel Matillano*  
        1)  
        2)  
        3)
10. **Discussion of Membership Renewal Policy - VOTE** Group 6:05  
    *The Committee will discuss how to more objectively review renewals.*
11. **Discussion of New Member Policy re Membership prior to Mayoral letter – VOTE** Group 6:15  
    *The Committee will review the rights and responsibilities of new members prior to Mayoral letter of approval.*
12. **Discussion of Support Staff Requests – VOTE** Group 6:35
13. **Next Meeting Date & Agenda Items** Group 6:55  
    *The next Membership Meeting is tentatively scheduled for Monday, TBD, 2009, 25 Van Ness Room 330A from 5:00 PM-7:00 PM. (The meeting originally fell on October 12<sup>th</sup>, which is a Federal Holiday).*

**PARKING LOT:**

- Development of Council Member Rights and Responsibilities – VOTE*
- New Business of CMRR Work Group: Behavioral Management Model; Appealing Council Decision – VOTE*
- Discussion of Membership Renewal Policy – VOTE*
- Discussion of Cultural Humility Workshops*
- Policy regarding tie votes (e.g. At-Large Steering Committee Member) – VOTE*

14. **Adjournment** Group 7:00

**Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.**

**Mission Statement:**

***To recruit, screen, train and retain Council Members.***



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HIV Health Services Planning Council  
730 Palk Street San Francisco, CA 94109

\*\*\*\*\*

San Francisco Department of Public Health, HIV Health Services  
25 Van Ness Avenue, 3rd floor, San Francisco, CA 94102

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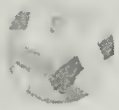
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HIV Health Services Planning Council Office, 730 Palk Street, 3rd Floor, San Francisco, CA 94109.





HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, September 14, 2009

Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330A

5:00 -7:00 pm

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**Committee Members Present:** Flores (Co-Chair), Harris, Harrison, Hubbard, Margolis, Siron

**Committee Members Absent:** Andrews, Young

**Others Present:** CM Guillen, CM Manley, Dean Goodwin (DPH-HHS)

**Support Staff Present:** Enrique Asis, Natalie Bryson, T.J. Lee

*Draft Minutes*

1. **Introductions**

The meeting was called to order at 5:13 pm by Co-Chair Flores.

2. **Review/Approve Agenda - VOTE**

The agenda was reviewed and approved by consensus.

3. **Review/Approve August 10<sup>th</sup>, 2009 Minutes – VOTE**

The August 10<sup>th</sup>, 2009 minutes were reviewed and approved by consensus.

4. **Announcements**

- CM Harris announced that she is looking for a current phone number for Jerrold Thomas.
- Council Support T.J. Lee noted that he will be leaving early.

5. **Public Comment**

There was no public present.

6. **Demographic Information Update**

The most recent demographic information was presented by Council Support Natalie Bryson. The Committee questions whether there were updated numbers for the San Francisco EMA.

7. **Council Member Attendance Report/Letters to Send – VOTE**

*Council Support updated the Committee on Attendance Letters sent, and status of Council Members. The Committee reviewed a three-month report (June, July and August 2009) on Council Member attendance. The Committee decided whether to send letters to Council Members not meeting attendance requirements.*

*Leave(s) of Absence*

-Gerardo Ramos (ending September 15<sup>th</sup>)

-**Request:** Randy Allgaier (beginning September 21<sup>st</sup> and lasting through December 31<sup>st</sup>).

This was not on the agenda and thus, could not be voted on. The Committee unanimously recommended to Steering that CM Allgaier be granted a leave of absence.

*Review Renewals*

-John Andrews

John Andrews was renewed by unanimous decision. See voting worksheet [1].

-Wade Flores

Wade Flores was renewed by unanimous decision. See voting worksheet [2].

*Resignations*

-Raymond Banks

-George Simmons

-Don Frazier

*Thank You for service to the Council*

-Raymond Banks

-George Simmons

-Don Frazier

*Appointment and Reappointment Letters Pending*

-Jeff Byers (Reappointment)

-Naim Harrison (Reappointment)

-Ken Pearce (Reappointment)

-Don Soto (Reappointment)

-Mark Agtane (Appointment)

*Review of Letters of Probation that have been sent*

*Review of Potential Letters of Warning/Probation to be sent*

*Requests for Leave of Absence*

*Dismissal Letters to be sent due to attendance requirements*

**8. Open Nominations for new Membership Co-Chair – VOTE**

MOTION-CM Manley/CM Siron to postpone the Co-Chair election until after the new Membership Committee is assembled.

A vote by roll call was taken on the motion, which passed unanimously. See voting worksheet [3].

**9. Committee Assignments - VOTE**

-Cicily Emerson

1) GPA

2) Pol

3) CMA

-Rachel Matillano

1) Membership



(Cannot join any other committees as she takes classes on Tues/Weds/Thurs)

**MOTION-CM Siron/CM Manley:** to give both CM Emerson and CM Matillano their first choices for Committee.

A vote by roll call was taken on the motion, which passed unanimously. See voting worksheet [4].

**10. Discussion of Membership Renewal Policy - VOTE**

The Committee discussed creating a process to review renewals. CM Siron suggested holding interviews for all people up for renewal which would also provide the Committee with information on how to make the Council better. CM Siron noted that he would work on interview questions and will bring them to the next meeting. This issue will be put on next month's agenda.

**11. Discussion of New Member Policy re Membership prior to Mayoral letter – VOTE**

The Committee reviewed the rights and responsibilities of new members prior to Mayoral letter of approval. Council Support staff provided a background on the issue. Committee members agreed that they feel that attendance is important as it helps new members learn and get involved in discussions. They questioned what they can do to make new Council Members feel welcome and connected even when they can't vote. Dean suggested adding "Appointment and Reappointment Letters to the Attendance Report to keep note of how long someone has been pending.

**MOTION-CM Manley/CM Harris:** To ask that Full Council approved members, prior to receiving their Mayoral letter of approval, adhere to the same attendance requirements as current Council Members.

A vote by Roll Call was taken, which passed unanimously. See voting worksheet [5].

**12. Discussion of Support Staff Requests – VOTE**

The Committee discussed the document which was created in the Council Member's Rights and Responsibilities Work Group. It was noted that the document does not comply with the Sunshine Ordinance and would thus have to be reviewed and updated.

**MOTION-CM Manley/CM Siron:** To not implement this policy as the issue is already covered in the Sunshine Ordinance.

A vote by Roll Call on the motion was taken, which passed unanimously. See voting worksheet [6].

**13. Next Meeting Date & Agenda Items**

*The next Membership Meeting is tentatively scheduled for Monday, October 5th, 2009, 25 Van Ness Room 330A from 5:00 PM-7:00 PM. (The meeting originally fell on October 12<sup>th</sup>, which is a Federal Holiday).*

The Committee moved on to discuss issues on the Parking Lot, as they had extra time at the end of the meeting.

**PARKING LOT:**

**-Development of Council Member Rights and Responsibilities – VOTE**

The Committee decided to pull back the Work Group agreements that should be voted on at October 8<sup>th</sup>'s Full Council Meeting as they feel that the document is incomplete.

The Committee decided to rework the document to include section numbers where

Council Members can find the referenced documents. CM Margolis and CM Flores agreed to work together to put this together.

***-Policy regarding tie votes (e.g. At-Large Steering Committee Member) – VOTE***

**MOTION-CM Harrison/CM Siron:** In the event of a tie for any election, a runoff vote will be held. If the outcome is still a tie after the runoff vote, the final decision will be made by the Steering Committee.

**A roll call vote was taken on the motion, which passed unanimously. See voting worksheet [7].**

***-New Business of CMRR Work Group: Behavioral Management Model; Appealing Council Decision – VOTE***

***-Discussion of Cultural Humility Workshops***

***-Ways to Thank long standing Council Members***

***-Reworking of Conflict Resolution Policy***

**14. Adjournment**

The meeting was adjourned at 6:53pm by Co-Chair Flores.

**Membership Committee**

**HIV Health Services Planning Council**

Roll Call: P=Present; A=Absent; E=Excused; L=Leave of Absence

Votes]: Y=Yes; N=No; B=Abstain; R= Recused (deduct from quorum)

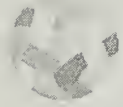
September 14, 2009		roll	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
1.	John Andrews	A	-	-	-	-	-	-	-		
2.	Wade Flores (Co-Chair)	P	Y	Y	Y	Y	Y	Y	Y		
3.	Chris Harris	P	Y	Y	Y	Y	Y	Y	Y		
4.	Naim Harrison	P	Y	Y	Y	Y	Y	Y	Y		
5.	Cherrlynn Hubbard	P	Y	Y	Y	Y	Y	Y	Y		
6.	Paul Margolis	P	Y	Y	Y	Y	Y	Y	Y		
7.	Charles Siron	P	Y	Y	Y	Y	Y	Y	Y		
8.	Terry Young	A	-	-	-	-	-	-	-		
1.	Mark Agtane										
2.	Randy Allgaier										
3.	Margot Antonetty										
4.	Noah Briones										
5.	Jeff Byers										

September 14, 2009	roll	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
6. Aaron Chandler										
7. Billie Cooper										
8. Cicily Emerson										
9. Matt Geltmaker										
10. Jesus Guillen	P	Y	Y	Y	Y	Y	Y	Y		
11. Anna Heath										
12. Mary Lawrence Hicks										
13. Carol Hudson										
14. Lee Jewell										
15. Steve Manley	P	Y	Y	Y	Y	Y	Y	Y		
16. Rachel Matillano										
17. Matthew Miller										
18. Mark Molnar										
19. Catherine Newell										
20. Ken Pearce										
21. Maritza Penagos										
22. Veronica Pillatzke										
23. Gerardo Ramos										
24. Stacia Scherich										
25. Donald Soto										
26. Jerrold Thomas										
27. Laura Thomas										

Ayes		8	8	8	8	8	8	8		
Nayes		0	0	0	0	0	0	0		
Abstain		0	0	0	0	0	0	0		
Recusal		0	0	0	0	0	0	0		
Total										
***Pending Mayoral Appointment										







HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, October 5, 2009

Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

5:00 -7:00 pm

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*Draft Agenda*

1. Introductions Group 5:00
2. Review/Approve Agenda - VOTE Group 5:03
3. Review/Approve September 14<sup>th</sup>, 2009 Minutes – VOTE Group 5:05
4. Announcements Group 5:15
5. Public Comment Group 5:20
6. Demographic Information Update Group 5:25
7. Council Member Attendance Report/Letters to Send – VOTE Group 5:30

*Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month report (July, August and September 2009) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements. The Committee will discuss the creation of the attendance report, the Leave of Absence Policy and membership renewals.*

*Leave(s) of Absence*

*Review Renewals*

*Resignations*

*Thank You for service to the Council*

*Review of Letters of Probation that have been sent*

*Review of Potential Letters of Warning/Probation to be sent*

*Requests for Leave of Absence*

*Dismissal Letters to be sent due to attendance requirements*

8. Committee Assignments – VOTE Group 5:40  
*The Committee will assess current committee membership and vote on new placements.*
9. Open Nominations for new Membership Co-Chair – VOTE Group 6:20
10. Reworking of Conflict Resolution Policy – VOTE Group 6:30  
*The Committee will review the current conflict resolution policy.*

11. Discussion of Membership Renewal Policy - VOTE Group 6:45

*The Committee will discuss how to review renewals.*

12. Notice of Rescinding CM Siron's Request for Removal Letter Group 6:48

*The Committee will be noticed about Rescinding Request for Removal Letter from CM Siron.*

13. Next Meeting Date & Agenda Items Group 7:00

*The next Membership Meeting is tentatively scheduled for Monday, November 9, 2009, 25 Van Ness Room 330B from 5:00 PM-7:00 PM.*

**PARKING LOT:**

- Development of Council Member Rights and Responsibilities – VOTE*
- New Business of CMRR Work Group: Behavioral Management Models; Appealing Council Decision – VOTE*
- Discussion of Cultural Humility Workshops*

13. Adjournment Group 7:00

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730 Polk Street San Francisco, CA 94109*

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HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, October 5, 2009

Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

5:00 -7:00 pm

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**Committee Members Present:** Flores, Harrison, Margolis, Siron, Young

**Committee Members Absent:** Andrews, Hubbard, Matillano

**Others Present:** CM Guillen, CM Manley

**Support Staff Present:** Allgaier, Asis, Bryson

*Draft Minutes*

**1. Introductions**

The meeting was called to order at 5:08 pm by Co-Chair Flores. Everyone introduced themselves and quorum was established with the arrival of CM Harrison at 5:48pm.

**2. Review/Approve Agenda - VOTE**

The agenda was reviewed, item nine was removed, and item ten has been moved to a work group to be addressed. The agenda was approved with changes.

**3. Review/Approve September 14<sup>th</sup>, 2009 Minutes – VOTE**

The September 14<sup>th</sup> minutes were reviewed and approved by consensus.

**4. Announcements**

- Council Director Allgaier announced that the Joint Committee on HIV/AIDS and Aging meets the 3<sup>rd</sup> Wednesday of the month, and at this next meeting they will be determining final Membership.
- Allgaier also announced that on October 16<sup>th</sup> from 6-8pm, the White House Office of National AIDS Policy will be holding a town hall meeting in Robertson Auditorium at the UCSF Mission Bay campus.
- Allgaier and Council Support Member Asis have created a few ideas for inservices, the first to be held on November 16<sup>th</sup>, with the topic of budget and summit review. There will also be a facilitator training in early December.

**5. Public Comment**

There was no public comment.

**6. Demographic Information Update**

The Committee reviewed the most recent demographic report. Dean Goodwin of DPH-HHS offered to get the newest EMA numbers.

**7. Council Member Attendance Report/Letters to Send – VOTE**

*Council Support updated the Committee on Attendance Letters sent, and status of Council Members. The Committee reviewed a three-month report (July, August and September 2009) on Council Member attendance. The Committee decided whether to send letters to Council Members not meeting attendance requirements.*

*Resignations*

*-Jerrold Thomas*

*Review of Potential Letters of Warning/Probation to be sent*

*-Noah Briones (no Committee attendance in three months)*

The Committee decided to send a warning letter to CM Briones.

*Leave(s) of Absence*

*Review Renewals*

*Thank You for service to the Council*

*Review of Letters of Probation that have been sent*

*Requests for Leave of Absence*

*Dismissal Letters to be sent due to attendance requirements*

**8. Committee Assignments – VOTE**

The Committee assessed current committee membership and voted on new placements. CM Margolis offered to move from Membership to GPA to help even out numbers. CM Guillen offered to move from CMA to GPA for the same reason. CMs Scherich and Pillatzke have been moved to Pol to accommodate their schedules. CM Cooper has been moved from GPA to CMA.

The Committee voted unanimously by roll call to accept the above changes. See voting worksheet [1].

**9. Open Nominations for new Membership Co-Chair – VOTE**

This has been tabled until November.

**10. Reworking of Conflict Resolution Policy – VOTE**

This has been moved to a work group to be created by Steering.

**11. Discussion of Membership Renewal Policy - VOTE**

CM Harris announced that she and CMs Andrews and Siron are in the process of creating an updated renewal process which will include feedback from Council Member's up for renewal. They are working to standardize the process and including a definition of "member in good standing." A draft will go out before next month's meeting.

**12. Notice of Rescinding CM Siron's Request for Removal Letter**

The Committee was noticed about the rescission of CM Siron's Request for Removal Letter.

### 13. Next Meeting Date & Agenda Items

*The next Membership Meeting is tentatively scheduled for Monday, November 9, 2009, 25 Van Ness Room 330B from 5:00 PM-7:00 PM.*

#### ***PARKING LOT:***

##### ***-Development of Council Member Rights and Responsibilities – VOTE***

The Committee had some extra time, and discussed Council Member's Rights and Responsibilities as laid out by the "Work Group Agreements" from the CMRR Work Group. CM Margolis put together a document outlining the references in the Policy and Procedure Manual. See Attachment #1. This will be revised and voted on at next month's meeting.

##### ***-New Business of CMRR Work Group: Behavioral Management Models; Appealing Council Decision – VOTE—This will be discussed by Membership and wordsmithed by Steering.***

##### ***-Discussion of Cultural Humility Workshops***

##### ***-Community Outreach—CMA will address this.***

##### ***-Ways to Thank Long-Standing Council Members***

##### ***-List of things to be done from Special Membership Meeting***

### 13. Adjournment

The meeting was adjourned by Co-Chair Flores at 6:52pm.

---

#### **Attachment #1**

##### **Council Member's Rights and Responsibilities**

This page is for cross-reference purposes only.

The Policy and Procedure Manual addresses the rights and responsibilities of Council Members in several sections, which include but are not limited to the following:

2.6-EMA Job Description

4.4-Robert's Rules of Order

4.6-Rules of Respectful Engagement

5.1-Council By-Laws (which are HRSA mandated)

7-Meeting attendance requirements/Policy regarding use of proxy

10.14-Model for resolving conflict

**Membership Committee**  
**HIV Health Services Planning Council**

Roll Call: P=Present; A=Absent; E=Excused; L=Leave of Absence  
 Votes]: Y=Yes; N=No; B=Abstain; R= Recused (deduct from quorum)

October 5, 2009

roll [1] [2] [3] [4] [5] [6] [7] [8] [9]

1.	John Andrews	A	-								
2.	Wade Flores (Co-Chair)	P	Y								
3.	Chris Harris	P	Y								
4.	Naim Harrison	P	Y								
5.	Cherrlynn Hubbard	A	-								
6.	Paul Margolis	P	Y								
7.	Rachel Matillano	A	-								
8.	Charles Siron	P	Y								
9.	Terry Young	P	y								
1.	Mark Agtane***										
2.	Randy Allgaier										
3.	Margot Antonetty										
4.	Noah Briones										
5.	Jeff Byers										
6.	Aaron Chandler										
7.	Billie Cooper										
8.	Cicily Emerson										
9.	Matt Geltmaker										
10.	Jesus Guillen	P	Y								
11.	Anna Heath										
12.	Mary Lawrence Hicks										
13.	Carol Hudson										
14.	Lee Jewell										
15.	Steve Manley	P	y								
16.	Rachel Matillano										
17.	Matthew Miller										
18.	Mark Molnar										



19.	Catherine Newell										
20.	Ken Pearce										
	October 5, 2009	roll	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
21.	Maritza Penagos										
22.	Veronica Pillatzke										
23.	Gerardo Ramos										
24.	Stacia Scherich										
25.	Donald Soto										
26.	Laura Thomas										

Ayes											
Nayes											
Abstain											
Recusal											
Total											
***Pending Mayoral Appointment											

\*=NEW MEMBERS: check to see if they have received appointment letters from the Mayor before considering them as voting members. All new members must have received Mayoral appointment letters.

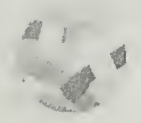
*QUORUM (Needs to be ½ of Total Members: (9/ 2) +1 = 5 members, of which at least 25% of members present must be living with HIV. As of 6/30/2009, 63% of Council members are HIV positive.*

**OTHERS PRESENT:**

**Support Staff Present:**

Dean Goodwin: DPH-HHS	Randy Allgaier
	Enrique Asis
	Natalie Bryson





# HIV Health Services Planning Council

## MEMBERSHIP COMMITTEE

Monday, November 9, 2009

Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

5:00 -7:00 pm

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### *Draft Agenda*

- |   |            |
|---|------------|
| 1. Introductions  | Group 5:00 |
| 2. Review/Approve Agenda - VOTE                               | Group 5:03 |
| 3. Review/Approve October 5 <sup>th</sup> 2009 Minutes – VOTE | Group 5:05 |
| 4. Announcements  | Group 5:15 |
| 5. Public Comment   | Group 5:20 |
| 6. Demographic Information Update                             | Group 5:25 |
| 7. Council Member Attendance Report/Letters to Send – VOTE    | Group 5:30 |

*Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month report (July, August and September 2009) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements. The Committee will discuss the creation of the attendance report, the Leave of Absence Policy and membership renewals.*

*Review of Potential Letters of Warning/Probation to be sent*

*Warning:*

*-Margot Antonetty (Only 3 meetings attended)*

*-Aaron Chandler (No Committee attendance)*

*Leave(s) of Absence*

*Review Renewals*

*Thank You for service to the Council*

*Review of Letters of Probation that have been sent*

*Requests for Leave of Absence*

*Dismissal Letters to be sent due to attendance requirements*

*Resignations*

- |   |            |
|---|------------|
| 8. Co-Chair Nominations and Election – Vote | Group 5:40 |
|---|------------|

*The Committee will nominate and then elect co-chairs for the Committee for 2009-2010*

9. Review Membership Applications – VOTE Group 5:50  
-Michael Scarce  
-Tyrone Spellman
10. Discussion of Membership Renewal Policy - VOTE CM Andrews 6:00  
*The Committee will discuss how to review renewals.*
11. Development of Council Member's Rights and Responsibilities – VOTE CM Margolis 6:25  
*The group will discuss an outline of the rights and responsibilities of Council Members.*
12. Development of Behavioral Management Models -- VOTE Group 6:50
13. Next Meeting Date & Agenda Items Group 7:00  
*The next Membership Meeting is tentatively scheduled for Monday, December 14, 2009, 25 Van Ness Room 330B from 5:00 PM-7:00 PM.*
- PARKING LOT:**  
-Development of Council Member Rights and Responsibilities – VOTE  
-New Business of CMRR Work Group: Appealing Council Decision – VOTE  
-Discussion of Cultural Humility Workshops  
-Community Outreach  
-Ways to Thank Long-Standing Council Members
14. Adjournment Group 7:00

Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.

**Mission Statement:**  
*To recruit, screen, train and retain Council Members.*

Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.

*HIV Health Services Planning Council  
730 Polk Street San Francisco, CA 94109*

\*\*\*\*\*

*San Francisco Department of Public Health, HIV Health Services  
25 Van Ness Avenue, 3rd floor, San Francisco, CA 94102*

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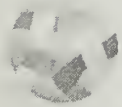
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*Agendas are available on the Internet at <http://www.dph.sf.co.us/Meetings/meetings.htm>*

**THE AGENDA PACKET IS AVAILABLE FOR REVIEW AT**

**HIV Health Services Planning Council Office, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.**





HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, November 9, 2009

Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

5:00 -7:00 pm

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**Committee Members Present:** Andrews, Flores, Harris, Harrison, Hubbard, Matillano, Siron, Young

**Others Present:** CM Manley, CM Molnar, Michael Scarce (Applicant), Dean Goodwin (DPH-HHS), Raymond Banks (Public)

**Support Staff Present:** Allgaier, Asis, Bryson, Lee

*Draft Minutes*

**1. Introductions**

The meeting was called to order at 5:06 pm by Co-Chair Flores. Everyone introduced themselves and quorum was established with the arrival of CM Harris.

**2. Review/Approve Agenda - VOTE**

The agenda was reviewed and approved by consensus.

**3. Review/Approve October 5<sup>th</sup> 2009 Minutes – VOTE**

The October 5<sup>th</sup> minutes were reviewed and approved by consensus.

**4. Announcements**

There were no announcements.

**5. Public Comment**

Raymond Banks: He wanted to inform the Council of local DPH's decision to require the "share form." Statewide DPH allows the choice, and he believes that local DPH should also allow consumers the choice. He also noted that he has put in a petition to the SOTF for DPH to hold open meetings, and that he would like there to be a Community Advisory Board for ARIES.

**6. Demographic Information Update**

Committee members were updated on the current Council membership demographics. It was noted that it had been updated to reflect that Jerrold Thomas is no longer a member. CM Andrews suggested possibly breaking down demographics by zip code like DPH-HHS does.

**7. Council Member Attendance Report/Letters to Send – VOTE**

*Review of Potential Letters of Warning/Probation to be sent*

*Warning:*

*-Margot Antonetty (Only 3 meetings attended)*

*-Aaron Chandler (No Committee attendance)*

There was a discussion surrounding the excused absence policy. Both CM Chandler and CM Antonetty will be sent warning letters.

**8. Co-Chair Nominations and Election – Vote**

The Committee nominated and then elected co-chairs for the Committee for 2009-2010. CM Andrews nominated CM Flores, which was seconded by CM Molnar. CM Harris nominated CM Hubbard, but she did not accept. CM Manley nominated CM Andrews, but he did not accept. The Committee discussed the upcoming facilitator training and decided to hold off on the second Co-Chair vote until after the training has occurred.

**VOTE by Roll Call on CM Flores' application. He was voted in as Co-Chair unanimously. See voting worksheet [1].**

**MOTION-CM Siron/CM Matillano: To hold second Co-Chair vote after the December facilitator's training.**

**The motion passed unanimously by Roll Call vote. See voting worksheet [2].**

**9. Review Membership Applications – VOTE**

*-Michael Scarce*

The group reviewed Michael Scarce's application for Membership.

**MOTION-CM Andrews/CM Molnar to move Michael Scarce on to the interview stage.**

**The motion passed unanimously. See voting worksheet [3].**

*-Tyrone Spellman*

The group reviewed Tyrone Spellman's application for Membership.

**MOTION-CM Andrews/CM Siron to move Tyrone Spellman on to the interview stage.**

**The motion passed unanimously. See voting worksheet [4].**

**10. Discussion of Membership Renewal Policy - VOTE**

The Committee discussed how to review renewals. CM Andrews provided background on the issue and presented Committee Members with two documents outlining the proposed process that were created by himself, CM Siron and CM Harris. CM Harris recommended adding a question about Cultural Humility/Inclusiveness.

**MOTION-CM Molnar/CM Siron to accept the documents with the following changes:**

- a. Strike "personal" from question 5.
- b. Add a question about cultural inclusiveness/responsiveness.
- c. Add a comment section to the scaled questions 11-14.
- d. Include "work groups" on question 6.

**The motion passed unanimously by Roll Call vote. See voting worksheet [5].**

**11. Development of Council Member's Rights and Responsibilities – VOTE**

The group discussed an outline of the rights and responsibilities of Council Members. The group discussed tabling the discussion until CM Margolis could attend and clarify. See attachment #1



**MOTION**-CM Molnar/Andrews to approve the document as is. The motion was retracted.

**MOTION**-CM Molnar/CM Andrews to approve the Rights and Responsibilities document with the addition of the non-discrimination policy to the EMA job-description and the Policies and Procedure Manual to line 4.

**MOTION AMENDMENT**-CM Andrews/CM Molnar: To add "All Federal, State and Local laws and ordinances."

After further discussion and confusion, both the motion and the motion amendment were withdrawn. This agenda item will be discussed at next month's meeting.

**12. Development of Behavioral Management Models – VOTE**

This agenda item was briefly discussed, but due to confusion, was tabled until December's meeting.

**13. Next Meeting Date & Agenda Items**

The Committee took a straw poll on whether to hold December's meeting or not, and decided to hold it, as it looks like there will be quorum.

*The next Membership Meeting is tentatively scheduled for Monday, December 14, 2009, 25 Van Ness Room 330B from 5:00 PM-7:00 PM.*

***PARKING LOT:***

- Development of Council Member's Rights and Responsibilities*
- Co-Chair VOTE*
- Interviews of Michael Scarce and Tyrone Spellman*
- Discuss agenda items for Steering Retreat*
- Cultural Humility workshops (past and future)*
- Community Outreach and Council recruitment*
- New Business of CMRR Work Group: Appealing Council Decision – VOTE*
- Ways to Thank Long-Standing Council Members*

**14. Adjournment**

The meeting was adjourned at 6:42 pm by Co-Chair Flores.

---

**Attachment #1**

**Council Member's Rights and Responsibilities**

This page is for cross-reference purposes only.

The Policy and Procedure Manual addresses the rights and responsibilities of Council Members in several sections, which include but are not limited to the following:

- 2.6-EMA Job Description
- 4.4-Robert's Rules of Order
- 4.6-Rules of Respectful Engagement
- 5.1-Council By-Laws (which are HRSA mandated)
- 7-Meeting attendance requirements/Policy regarding use of proxy

Membership Committee

## HIV Health Services Planning Council

Roll Call: P=Present; A=Absent; E=Excused; L=Leave of Absence

Votes]: Y=Yes; N=No; B=Abstain; R= Recused (deduct from quorum)

November 9, 2009

roll [1] [2] [3] [4] [5] [6] [7] [8] [9]

1.	John Andrews										
2.	Wade Flores (Co-Chair)										
3.	Chris Harris										
4.	Naim Harrison										
5.	Cherrlynn Hubbard										
6.	Rachel Matillano										
7.	Charles Siron										
8.	Terry Young										
1.	Mark Agtane***										
	Randy Allgaier	LOA									
2.	Margot Antonetty										
3.	Noah Briones										
4.	Jeff Byers										
5.	Aaron Chandler										
6.	Billie Cooper										
7.	Cicily Emerson										
8.	Matt Geltmaker										
9.	Jesus Guillen										
10.	Anna Heath										
11.	Mary Lawrence Hicks										
12.	Carol Hudson										
13.	Lee Jewell										
14.	Steve Manley										
15.	Paul Margolis										
	November 9, 2009	roll	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
16.	Matthew Miller										

17.	Mark Molnar										
18.	Catherine Newell										
19.	Ken Pearce										
20.	Maritza Penagos										
21.	Veronica Pillatzke										
22.	Gerardo Ramos										
23.	Stacia Scherich										
24.	Donald Soto										
25.	Laura Thomas										

Ayes											
Nayes											
Abstain											
Recusal											
Total											
*** Pending Mayoral Appointment											

\*=NEW MEMBERS: check to see if they have received appointment letters from the Mayor before considering them as voting members. All new members must have received Mayoral appointment letters.

*QUORUM (Needs to be ½ of Total Members: (8/ 2) +1 = 5 members, of which at least 25% of members present must be living with HIV. As of 6/30/2009, 63% of Council members are HIV positive.*

**OTHERS PRESENT:**

**Support Staff Present:**

Raymond Banks (Public)	Randy Allgaier
Michael Scarce (Applicant)	Natalie Bryson
Dean Goodwin (DPH-HHS)	T.J. Lee
	Enrique Asis







# HIV Health Services Planning Council

## MEMBERSHIP COMMITTEE

Monday, December 14, 2009

Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

5:00 -7:00 pm

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### *Draft Agenda*

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1. Introductions Group 5:00
  2. Moment of Silence Group 5:01  
*This meeting is dedicated to the memory of former Council Members Terry Young and George Stevens and former Consumer Rights Advocate Joe Lynn.*
  3. Review/Approve Agenda - VOTE Group 5:03
  4. Review/Approve November 9<sup>th</sup> 2009 Minutes – VOTE Group 5:05
  5. Announcements Group 5:15
  6. Public Comment Group 5:20
  7. Demographic Information Update Group 5:25
  8. Council Member Attendance Report/Letters to Send – VOTE Group 5:30

*Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month report (September, October and November 2009) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements. The Committee will discuss the creation of the attendance report, the Leave of Absence Policy and membership renewals.*

#### *Review of Potential Letters of Warning/Probation to be sent*

##### *Warning:*

- Mary Lawrence Hicks (Only 3 meetings attended)*
- Matt Miller (Only 3 meetings attended)*
- Veronica Pillatzke (No Committee attendance)*
- Stacia Scherich (No Committee attendance)*

#### *Leave(s) of Absence*

- Billie Cooper*

#### *Review Renewals*

*Thank You for service to the Council*

*Review of Letters of Probation that have been sent*

*Requests for Leave of Absence*  
*Dismissal Letters to be sent due to attendance requirements*  
*Resignations*

9. **Co-Chair Nominations and Election – Vote** Group 5:40  
*The Committee will nominate and then elect a co-chair for the Committee for 2009-2010*
10. **Review Membership Applications – VOTE** Group 5:50  
-Gwen Smith  
- Lara Tannenbaum
11. **Interview(s) for Membership** Group 5:55  
-Tyrone Spellman  
-Michael Scarce
12. **Leave of Absence Policy – VOTE** Group 6:10  
*The Committee will discuss and develop a policy to automatically place HIV+ Council Members on a Leave of Absence during extended periods of absence.*
13. **Discussion of Agenda Items for Steering Retreat** Council Co-Chair Manley 6:25
14. **Discussion of Community Outreach and Council Recruitment** Group 6:45
15. **Next Meeting Date & Agenda Items** Group 7:00  
*The next Membership Meeting is tentatively scheduled for Monday, January 11, 2009, 25 Van Ness Room 330B from 5:00 PM-7:00 PM.*
- PARKING LOT:**  
-Discussion of Cultural Humility Workshops  
-Review of Exit Interviews  
-Ways to Thank Long-Standing Council Members  
-Amending behavior (behavior management models)
16. **Adjournment** Group 7:00

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<b>Mission Statement:</b> <b><i>To recruit, screen, train and retain Council Members.</i></b>
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*730 Polk Street San Francisco, CA 94109*  
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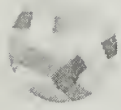
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HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, December 14, 2009

Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

5:00 -7:00 pm

**Committee Members Present:** Andrews, Flores, Harris, Matillano, Siron

**Committee Members Absent:** Harrison, Hubbard

**Others Present:** Michael Scarce (Applicant), Tyrone Spellman (Applicant)

**Support Staff Present:** E. Asis, R. Allgaier, N. Bryson, T. Lee

*Draft Minutes*

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1. **Introductions**

The meeting was called to order at 5:10 pm by Co-Chair Flores.

2. **Moment of Silence**

*This meeting is dedicated to the memory of former Council Members Terry Young and George Stevens and former Consumer Rights Advocate Joe Lynn.*

Committee Members took a moment to express their emotions surrounding the deaths of Terry, George and Joe.

3. **Review/Approve Agenda - VOTE**

The agenda was reviewed, items 12 and 13 were switched, and the agenda was then approved by consensus. Andrews/Harris.

4. **Review/Approve November 9<sup>th</sup> 2009 Minutes – VOTE**

The November 9<sup>th</sup> minutes were reviewed and approved by consensus. Andrews/Molnar.

5. **Announcements**

There were no announcements.

6. **Public Comment**

Tyrone Spellman, applicant to the Council noted that he is very nervous about his upcoming interview.

7. **Demographic Information Update**

The Committee reviewed the most recent demographic information for the Council. The Committee requested that Council Support get the most recent demographic information on the EMA from Dean Goodwin.

8. **Council Member Attendance Report/Letters to Send – VOTE**

*Council Support updated the Committee on Attendance Letters sent and status of Council Members. The Committee reviewed a three-month report (September, October and November 2009) on Council Member attendance. The Committee decided whether to send letters to Council Members not meeting attendance requirements. The Committee discussed the creation of the attendance report.*

**The Committee voted unanimously to only receive the attendance report if explicitly requested.**

*Review of Potential Letters of Warning/Probation to be sent*

***Warning:***

- Mory Lowrence Hicks (Only 3 meetings attended)*
- Matt Miller (Only 3 meetings attended)*
- Veronica Pillotzke (No Committee attendance)*
- Stocio Scherich (No Committee attendance)*

**The Committee moved to send warning letters to all four members who are out of compliance.**

*Requests for Leave of Absence*

- Billie Cooper*

**The Committee voted unanimously to grant CM Cooper a leave of absence beginning immediately, and ending on February 14<sup>th</sup>, 2009.**

*Leave(s) of Absence*

*Review Renewals*

*Thank You for service to the Council*

*Review of Letters of Probation that have been sent*

*Dismissal Letters to be sent due to attendance requirements*

*Resignations*

***Public Comment-Tyrone Spellman:*** *He noted that it is important to get all login information from all employees, as there is always a chance of a former employee logging into databases and downloading or hacking information.*

9. **Co-Chair Nominations and Election – Vote**

The Committee discussed nominating CM Hubbard, but in her absence decided to put it off. CM Harris nominated CM Matillano, but she declined. The Committee decided to hold off on the vote until January's meeting.

10. **Review Membership Applications – VOTE**

*-Gwen Smith*

*- Lara Tannenbaum*

The Committee discussed demographics, and which seats are required to be filled by the Council. CM Andrews noted that there are seven openings on the Council, and that both women will bring great voices to the Council.

**MOTION-CM Molnar/CM Matillano to accept both applications. The motion passed by unanimous decision.**

11. Interview(s) for Membership

The Committee reviewed the references that were provided by both applicants.

*-Tyrone Spellman*

The Committee took a few minutes to question Tyrone Spellman on why he wants to join the Council and why he believes that he would be an asset. The Committee then had a lengthy discussion about Tyrone and the voices and experiences that he may bring to the Council.

**The Committee was split, with four yes's, three no's, and one abstention, which means that his application will not move forward to the Steering Committee of Full Council.**

*-Michael Scarce*

The Committee took a few minutes to question Michael Scarce on why he wants to join the Council and why he believes that he would be an asset.

**The Committee voted unanimously to move Michael Scarce forward to Steering and the Full Council for review.**

12. Discussion of Agenda Items for Steering Retreat

The Committee brainstormed topics for the upcoming Steering retreat.

- Cultural humility/inclusiveness
- Respectful engagement
- Working more effectively with Prevention
- Visibility of the Council in the Community
  - Recruitment
  - Partnership
  - Outreach
  - Networking
- Strengthening relationship with DPH
- Amending behavior?
- Hep. C?
- Aging?

13. Leave of Absence Policy – VOTE

This agenda item was tabled until January's meeting.

14. Discussion of Community Outreach and Council Recruitment

This agenda item was tabled until January's meeting.

15. Next Meeting Date & Agenda Items

*The next Membership Meeting is tentatively scheduled for Monday, January 11, 2009, 25 Van Ness Room 330B from 5:00 PM-7:00 PM.*

**PARKING LOT:**

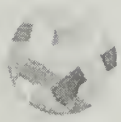
- Discussion of Cultural Humility Workshops
- Review of Exit Interviews

- Ways to Thank Long-Standing Council Members
- Amending behavior (behavior management models)

16. Adjournment

The meeting was adjourned at 7:30 pm by Co-Chair Flores.





# HIV Health Services Planning Council

## MEMBERSHIP COMMITTEE

Monday, January 11, 2010

Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

5:00 -7:00 pm

### *Draft Agenda*

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- |    |  |            |
|----|--|------------|
| 1. | Introductions  | Group 5:00 |
| 2. | Review/Approve Agenda - VOTE                                   | Group 5:03 |
| 3. | Review/Approve December 14 <sup>th</sup> , 2009 Minutes – VOTE | Group 5:05 |
| 4. | Announcements  | Group 5:08 |
| 5. | Public Comment   | Group 5:13 |
| 6. | Demographic Information Update                                 | Group 5:15 |
| 7. | Council Member Attendance Report/Letters to Send – VOTE        | Group 5:20 |

*Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month report (September, October and November 2009) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.*

*Review of Potential Letters of Warning/Probation to be sent*

*Probation:*

*-Matt Miller (No meeting attendance in December)*

*Review Renewals*

*-Margot Antonetty*

*-Lee Jewell*

*-Paul Margolis*

01-07-10P04:22 RCVD

*Requests for Leave of Absence*

*-Randy Allgaier (extension)*

*Leave(s) of Absence*

*-Billie Cooper (December 14<sup>th</sup>, 2009-February 14<sup>th</sup>, 2010)*

*Thank You for service to the Council*

*Review of Letters of Probation that have been sent*

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*Dismissal Letters to be sent due to attendance requirements  
Resignations*

8. **Co-Chair Nominations and Election – Vote** Group 5:50  
*The Committee will nominate and then elect a co-chair for the Committee for 2009-2010*
9. **Interview(s) for Membership** Group 6:00  
*-Gwen Smith*  
*-Lara Tannenbaum*
10. **Leave of Absence Policy – VOTE** Group 6:20  
*The Committee will discuss and develop a policy to automatically place HIV+ Council Members on a Leave of Absence during extended periods of absence.*
11. **Prioritization of Issues for Steering Retreat** Group 6:35  
*The Committee will discuss the upcoming Steering Retreat and which issues they would most like to see discussed there.*
12. **Discussion of Community Outreach and Council Recruitment** Group 6:45
13. **Next Meeting Date & Agenda Items** Group 7:00  
*The next Membership Meeting is tentatively scheduled for Monday, February 8<sup>th</sup>, 25 Van Ness Room 330B from 5:00 PM-7:00 PM.*
- PARKING LOT:**  
*-Discussion of Cultural Humility Workshops*  
*-Review of Exit Interviews*  
*-Ways to Thank Long-Standing Council Members*  
*- Discussion of Behavioral Management Models – VOTE*
14. **Adjournment** Group 7:00

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**Mission Statement:**  
*To recruit, screen, train and retain Council Members.*

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*HIV Health Services Planning Council  
730 Polk Street San Francisco, CA 94109*

\*\*\*\*\*

*San Francisco Department of Public Health, HIV Health Services  
25 Van Ness Avenue, 3rd floor, San Francisco, CA 94102*

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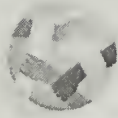
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**THE AGENDA PACKET IS AVAILABLE FOR REVIEW AT**

**HIV Health Services Planning Council Office, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.**







# HIV Health Services Planning Council

## MEMBERSHIP COMMITTEE

Monday, January 11, 2010  
Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

5:00 -7:00 pm

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**Committee Members Present:** Andrews, Flores (Co-Chair), Harrison, Hubbard, Matillano

**Committee Members Absent:** Harris, Siron (Excused)

**Others Present:** Mark Molnar (CM), Ken Pearce (Council Member), Lara Tannenbaum (Applicant), Gwen Smith (Applicant), Dean Goodwin (DPH-HHS), Elaine Flores (Marin Council Member)

**Support Staff Present:** Asis, Bryson, Lee

### *Draft Minutes*

#### 1. Introductions

The meeting was called to order at 5:20 pm by Co-Chair Flores. Everyone introduced themselves but quorum was not established. Quorum was established with the arrival of CMs Matillano and Harrison at 5:45pm

#### 2. Review/Approve Agenda - VOTE

The agenda was reviewed and unofficially approved by consensus.

#### 3. Review/Approve December 14<sup>th</sup>, 2009 Minutes – VOTE

The December 14<sup>th</sup> minutes were reviewed and unofficially approved by consensus with the following changes:

-Add the sentence "They recommended that he come to more meetings and reapply in April." To agenda item #11 for Tyrone Spellman.

#### 4. Announcements

- CS Lee noted that the annual Steering Retreat will take place this Friday, January 15<sup>th</sup> from 9:30am-4pm at the Zen Center, 308 Page Street. He also announced that the Policy and Procedure Work Group will take place Thursday, January 28<sup>th</sup> from 3-5pm at 25 Van Ness, room 330B.

#### 5. Public Comment

There was no public comment.

6. **Demographic Information Update**

The Committee reviewed updated demographic information for the San Francisco EMA provided by Dean Goodwin. It was noted that the Council is lacking in African American males, transgender and Native Americans.

7. **Council Member Attendance Report/Letters to Send – VOTE**

*Review of Potential Letters of Warning/Probation to be sent*

*Probation:*

*-Matt Miller (No meeting attendance in December)*

**MOTION**-CM Andrews/CM Hubbard to send a probation letter to Matt Miller.

**The motion passed by unanimous consent.**

*Review Renewals*

*-Paul Margolis*

**MOTION**-CM Pearce/CM Matillano to renew Paul Margolis as a member.

**The Motion passed by unanimous consent. This decision will be forwarded on to the Full Council for approval.**

*-Margot Antonetty*

Margot Antonetty could not be renewed as she has not yet supplied Council Support with her renewal application.

*-Lee Jewell*

Lee Jewell could not be renewed as he has not yet supplied Council Support with her renewal application.

*Requests for Leave of Absence*

*-Randy Allgaier (extension—through February 28th)*

*-Charles Siron (January 11-March 11)*

**MOTION**-CM Molnar/CM Andrews to accept both Leaves of Absence.

**The motion passed by unanimous consent.**

*Current Leave(s) of Absence*

*-Billie Cooper (December 14<sup>th</sup>, 2009-February 14<sup>th</sup>, 2010)*

*Thank You for service to the Council*

*Review of Letters of Probation that have been sent*

*Dismissal Letters to be sent due to attendance requirements*

*Resignations*

8. **Co-Chair Nominations and Election – Vote**

The Committee nominated a co-chair for the Committee for 2009-2010. CM Molnar nominated CM Hubbard. A discussion ensued surrounding her ability to commit to the responsibilities of being a Co-Chair.

**MOTION**-CM Molnar/CM Hubbard to extend the nomination and election until February.

**The motion passed by unanimous consent.**

**9. Interview(s) for Membership**

*-Gwen Smith*

The Committee took time to review her references and question her on her skills, her work background and what voices she believes she will bring to the Council.

**MOTION**-CM Molnar/CM Andrews to accept Gwen Smith as a Council Member.

**The motion passed by unanimous consent and will be forwarded on to the Full Council for approval.**

*-Lara Tannenbaum*

The Committee took time to review her references and question her on her skills, her work background and what voices she believes she will bring to the Council.

**MOTION**-CM Pearce/CM Matillano to accept Gwen Smith as a Council Member.

**The motion passed by unanimous consent and will be forwarded on to the Full Council for approval.**

**10. Leave of Absence Policy – VOTE**

The Committee decided to table this discussion until February's meeting.

**11. Prioritization of Issues for Steering Retreat**

The Committee discussed the upcoming Steering Retreat and which issues they would most like to see discussed there.

-HIV and Aging

-Is San Francisco prepared to address the issues of this population?

-What are we doing to make sure the Council is prepared?

-Mental Health Best Practices?

-Global view of PwP

-Includes issues beyond substance abuse

-Co-morbidities

**12. Discussion of Community Outreach and Council Recruitment**

The Committee discussed that they are lacking members of the trans population as well as the Native American population. For transgender recruitment, they suggested:

-API Wellness Center: TransThrive and A.T.E.

-Human Rights Commission-Transgender Community Advisory Group

-I.F.R.

-E-LLA

-Ark of Refuge

-“Alternative” providers

-Recruit providers as mentors

CS Lee will take some time to contact these groups to find out whether Council Member's could drop in to discuss the Council with them.

**13. Next Meeting Date & Agenda Items**

*The next Membership Meeting is tentatively scheduled for Monday, February 8<sup>th</sup>, 25 Van Ness Room 330B from 5:00 PM-7:00 PM.*

***PARKING LOT:***

- Discussion of Cultural Humility Workshops*
- Review of Exit Interviews*
- Ways to Thank Long-Standing Council Members*
- Discussion of Behavioral Management Models – VOTE (Paul Margolis)*

**14. Adjournment**

The meeting was adjourned at 7:05 pm by Co-Chair Flores.

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HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, February 8, 2010

Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

5:00 -7:00 pm

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*Draft Agenda*

- |   |            |
|---|------------|
| 1. Introductions  | Group 5:00 |
| 2. Review/Approve Agenda - VOTE   | Group 5:03 |
| 3. Review/Approve December 14 <sup>th</sup> , 2009 Minutes and January 11 <sup>th</sup> , 2010 Minutes – VOTE | Group 5:05 |
| 4. Announcements  | Group 5:08 |
| 5. Public Comment   | Group 5:13 |
| 6. Demographic Information Update   | Group 5:15 |
| 7. Council Member Attendance Report/Letters to Send – VOTE  | Group 5:20 |

*Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month report (September, October and November 2009) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.*

*Letters of Probation that have been sent*

*Probation:*

*-Matt Miller (Has 2 more months to correct attendance)*

*Review Renewals*

*-Margot Antonetty*

*-Lee Jewell*

*-Charles Siron*

*-Laura Thomas*

*-Anna Heath*

*Leave(s) of Absence*

*-Billie Cooper (December 14<sup>th</sup>, 2009-February 14<sup>th</sup>, 2010)*

*-Charles Siron (January 11<sup>th</sup>-March 11<sup>th</sup>, 2010)*

*-Rachel Matillano (January 11<sup>th</sup>-March 11<sup>th</sup>, 2010)*

*Resignations*  
*-Randy Allgaier*

*Requests for Leave of Absence*  
*Thank You for service to the Council*  
*Dismissal Letters to be sent due to attendance requirements*

8. **Co-Chair Nominations and Election – Vote** Group 5:40  
*The Committee will nominate and then elect a co-chair for the Committee for 2009-2010*
9. **Review of Applications for Membership** Group 5:50  
*-Eric Sutter*  
*-Liz Gatewood*  
*-Leborah Spence*
10. **Leave of Absence Policy – VOTE** Group 6:10  
*The Committee will discuss and develop a policy to automatically place HIV+ Council Members on a Leave of Absence during extended periods of absence.*
11. **Development of 2010 Work Plan** Group 6:30  
*The Committee will review and fine tune a work plan developed at the Steering Committee Retreat for 2010.*
12. **COE Discussion** Group 6:45  
*The Committee will discuss issues related to upcoming Council activities regarding CoEs.*
13. **Next Meeting Date & Agenda Items** Group 7:00  
*The next Membership Meeting is tentatively scheduled for Monday, February 8<sup>th</sup>, 25 Van Ness Room 330B from 5:00 PM-7:00 PM.*

**PARKING LOT:**

- Community Outreach and Council Recruitment*
- Discussion of Cultural Humility Workshops*
- Review of Exit Interviews*
- Ways to Thank Long-Standing Council Members*
- Discussion of Behavioral Management Models – VOTE*

14. **Adjournment** Group 7:00

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730 Polk Street San Francisco, CA 94109*

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25 Van Ness Avenue, 3rd floor, San Francisco, CA 94102*

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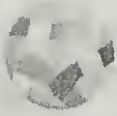
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# HIV Health Services Planning Council

## MEMBERSHIP COMMITTEE

Monday, February 8, 2010

Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

5:00 -7:00 pm

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**Committee Members Present:** John Andrews, Wade Flores, Chris Harris, Naim Harrison, Cherrlynn Hubbard, Charles Siron

**Committee Members Absent:** Rachel Matillano (LOA)

**Others Present:** CM Mark Molnar, Liz Gatewood (Applicant), Michelle Spence (Applicant)

**Support Staff Present:** Randy Allgaier, Enrique Asis, T.J. Lee

### *Draft Minutes*

#### 1. Introductions

The meeting was called to order at 5:03 pm by Co-Chair Flores. Everyone introduced themselves and quorum was established.

#### 2. Review/Approve Agenda - VOTE

The agenda was reviewed and approved by consensus.

#### 3. Review/Approve December 14<sup>th</sup>, 2009 Minutes and January 11<sup>th</sup>, 2010 Minutes – VOTE

The December 14<sup>th</sup> minutes were reviewed and approved by consensus.

The January 11<sup>th</sup> minutes were reviewed and approved by consensus.

#### 4. Announcements

- Council Director Randy Allgaier made an announcement about the ongoing Needs Assessment Work Group.
- An announcement was made that the Steering Committee Meeting will be held Tuesday, February 16, instead of Monday the 15<sup>th</sup>, as that is a holiday.
- CS Allgaier also made an announcement that there will a CoE Workshop facilitated by Enrique Asis.
- He also note that the Advocacy Office was closed on Friday, February 5, 2010 and incorporated into ALRP.
- It was noted there will be a Black History and Rosa Parks Day, and they urged the Committee to please continue African-American advocacy.

#### 5. Public Comment

There was no public comment.

**6. Demographic Information Update**

The Committee reviewed the most recent demographic information, with the addition of the three newest Council Members.

**7. Council Member Attendance Report/Letters to Send – VOTE**

Council Support updated the Committee on Attendance Letters sent, and status of Council Members. The Committee reviewed a three-month report (November and December 2009 and January 2010) on Council Member attendance. The Committee decided whether to send letters to Council Members not meeting attendance requirements.

*Letters of Warning to be sent:*

- Cicily Emerson (only 2 Committee and 1 Full Council attended)
- Chris Harris (Only 2 Committee attended)
- Naim Harrison (Only 1 Committee and 1 Full Council attended)
- Mary Lawrence Hicks (Only 1 Committee and 1 Full Council attended)
- Cherrlynn Hubbard (only 2 Committee and 1 Full Council attended)
- Carol Hudson (Only 1 Committee and 2 Full Council attended)
- Paul Margolis (only 2 Committee and 1 Full Council attended)
- Don Soto (only 2 Committee and 1 Full Council attended)

**The Committee agreed to send all of the above letters by consensus. See voting worksheet [1].**

**Motion to approve the below referenced applicants \*:**

*Review Renewals*

-Margot Antonetty \*

**Margot Antonetty was renewed to the Council by consensus vote.**

-Lee Jewell \*

**Lee Jewell was renewed to the Council by consensus vote.**

-Charles Siron \*

**Charles Siron was renewed to the Council by consensus vote.**

-Laura Thomas (no application was turned in as of this date)

-Anna Heath (no application was turned in as of this date)

*Leave(s) of Absence*

-Billie Cooper (December 14<sup>th</sup>, 2009-February 14<sup>th</sup>, 2010)

-Charles Siron (January 11<sup>th</sup>-March 11<sup>th</sup>, 2010)

*Returned as of February 8, 2010*

-Rachel Matillano (January 11<sup>th</sup>-March 11<sup>th</sup>, 2010)

**Granted as of February 8, 2010**

*Resignations*

*-Randy Allgaier*

**The Committee accepted Randy Allgaier's resignation.**

*Letters of Probation that have been sent*

*Probation:*

*-Matt Miller (Has 2 more months to correct attendance)*

*Thank You for service to the Council*

**The Committee requested that Council Support send Randy Allgaier a Thank You letter.**

*Requests for Leave of Absence*

*Dismissal Letters to be sent due to attendance requirements*

**8. Co-Chair Nominations and Election – Vote**

The Committee nominated and then elected a co-chair for the Committee for 2009-2010

**Cherrlynn Hubbard was nominated and accepted Co-Chair starting April 2010. See voting worksheet [2].**

**9. Review of Applications for Membership**

*-Eric Sutter*

The Committee reviewed Eric Sutter's application. **It was decided by unanimous consent to invite him back for an interview at next month's meeting.**

*-Liz Gatewood*

The Committee reviewed Liz Gatewood's application. **It was decided by unanimous consent to invite her back for an interview at next month's meeting.**

*-Michelle Spence*

The Committee reviewed Michelle Spence's application. **It was decided by unanimous consent to invite her back for an interview at next month's meeting.**

**10. Leave of Absence Policy – VOTE**

The Committee discussed and developed a policy to automatically place HIV+ Council Members on a Leave of Absence during extended periods of absence.

This issue was tabled until next month. Charles Siron and Randy Allgaier will research the possibility of a certain period.

**11. Development of 2010 Work Plan**

The Committee reviewed and fine tuned a work plan developed at the Steering Committee Retreat for 2010.

This issue was tabled until next month.

**12. COE Discussion**

The Committee discussed issues relating to upcoming Council activities regarding CoEs.

Issue tabled until next month.

**13. Next Meeting Date & Agenda Items**

The next Membership Meeting is tentatively scheduled for Monday, March 8<sup>th</sup>, 25 Van Ness Room 330B from 5:00 PM-7:00 PM.

**PARKING LOT:**

- Community Outreach and Council Recruitment (On agenda next month)
- Discussion of Cultural Humility Workshops
- Review of Exit Interviews (On agenda next month)
- Ways to Thank Long-Standing Council Members (On agenda next month)
- Discussion of Behavioral Management Models – VOTE

**14. Adjournment**

The meeting was adjourned at 6:53 pm by Co-Chair Flores.

**Membership Committee**

**HIV Health Services Planning Council**

Roll Call: P=Present; A=Absent; E=Excused; L=Leave of Absence

Votes): Y=Yes; N=No; B=Abstain; R= Recused (deduct from quorum)

February 8, 2010

roll [1] [2] [3] [4] [5] [6] [7] [8] [9]

1.	John Andrews	P	Y	Y								
2.	Wade Flores (Co-Chair)	P	Y	Y								
3.	Chris Harris	P	Y	Y								
4.	Naim Harrison	P	-	-								
5.	Cherrlynn Hubbard	P	Y	Y								
	Rachel Matillano	LOA										
6.	Charles Siron	P	Y	Y								
1.	Mark Agtane											
2.	Margot Antonetty											
3.	Noah Briones											
4.	Jeff Byers											
5.	Aaron Chandler											
6.	Billie Cooper											
7.	Cicily Emerson											
8.	Matt Geltmaker											
9.	Jesus Guillen											
10.	Anna Heath											
11.	Mary Lawrence Hicks											



February 8, 2010	roll	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
12. Carol Hudson										
13. Lee Jewell										
14. Steve Manley										
15. Paul Margolis										
16. Matthew Miller										
17. Mark Molnar	P	Y	Y							
18. Catherine Newell										
19. Ken Pearce										
20. Maritza Penagos										
21. Veronica Pillatzke										
22. Gerardo Ramos										
23. Michael Scarce										
24. Stacia Scherich										
25. Gwen Smith										
26. Donald Soto										
27. Lara Tannenbaum										
28. Laura Thomas										

Ayes		6	6							
Nayes		0	0							
Abstain		0	0							
Recusal		0	0							
Total		6	6							
***Pending Mayoral Appointment										

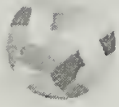
\*=NEW MEMBERS: check to see if they have received appointment letters from the Mayor before considering them as voting members. All new members must have received Mayoral appointment letters.

*QUORUM (Needs to be 1/2 of Total Members: (6/2) +1 = 4 members, of which at least 25% of members present must be living with HIV. As of 6/30/2009, 63% of Council members are HIV positive.*

**OTHERS PRESENT:**

**Support Staff Present:**

Liz Gatewood (Applicant)	Enrique Asis
Michelle Spence (Applicant)	T.J. Lee
	Randy Allgaier



# HIV Health Services Planning Council

## MEMBERSHIP COMMITTEE

Monday, March 8, 2010

Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

5:00 -7:00 pm

### *Draft Agenda*

1. Introductions Group 5:00
2. Review/Approve Agenda - VOTE Group 5:03
3. Review/Approve February 8<sup>th</sup>, 2010 Minutes – VOTE Group 5:05
4. Announcements Group 5:08
5. Public Comment Group 5:13
6. Connecting Outreach Work with CMA Committee – VOTE Group 5:15
7. Council Member Attendance Report/Letters to Send – VOTE Group 5:35

*Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month report (December 2009 and January and February 2010) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.*

#### *Update on Letters of Warning to be sent from last month:*

- Cicily Emerson
- Chris Harris
- Naim Harrison
- Mary Lawrence Hicks
- Cherrlynn Hubbard
- Carol Hudson
- Paul Margolis
- Don Soto

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#### *Letters of Warning to be sent:*

- Cherrlynn Hubbard (only 2 committee meetings attended)

#### *Leave(s) of Absence*

- Charles Siron (January 11<sup>th</sup>-March 11<sup>th</sup>, 2010)
- Rachel Matillano (January 11<sup>th</sup>-March 11<sup>th</sup>, 2010)

#### *Requests for Leave of Absence*

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-Anna Heath (March 1<sup>st</sup>-May 1<sup>st</sup>, 2010)

*Review Renewals*

-Laura Thomas

-Anna Heath

*Update on Probation(s)*

*Probation:*

-Matt Miller has corrected attendance

*Resignations*

*Thank You for service to the Council*

*Dismissal Letters to be sent due to attendance requirements*

8. **Committee Change Request – VOTE** Group 5:50  
*Matt Miller has requested to be changed from GPA to CMA.*
9. **Demographic Information Update** Group 5:55
10. **Application(s) for Review** Group 6:00  
-Channing Wayne
11. **Interviews for Membership** Group 6:05  
-Eric Sutter  
-Liz Gatewood  
-Michelle Spence
12. **Leave of Absence Policy – VOTE** Group 6:30  
*The Committee will discuss and develop a policy to automatically place HIV+ Council Members on a Leave of Absence during extended periods of absence.*
13. **COE Discussion** Group 6:50  
*The Committee will discuss issues related to upcoming Council activities regarding CoEs.*
14. **Next Meeting Date & Agenda Items** Group 7:00  
*The next Membership Meeting is tentatively scheduled for Monday, April 12<sup>th</sup>, 25 Van Ness Room 330B from 5:00 PM-7:00 PM.*

**PARKING LOT:**

- Community Outreach and Council Recruitment
- Discussion of Cultural Humility Workshops
- Review of Exit Interviews
- Ways to Thank Long-Standing Council Members
- Discussion of Behavioral Management Models – VOTE

15. **Adjournment** Group 7:00



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**Mission Statement:**

*To recruit, screen, train and retain Council Members.*

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*HIV Health Services Planning Council  
730 Palk Street San Francisco, CA 94109*

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*San Francisco Department of Public Health, HIV Health Services  
25 Van Ness Avenue, 3rd floor, San Francisco, CA 94102*

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HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, March 8, 2010

Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

5:00 -7:00 pm

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**Committee Members Present:** John Andrews, Wade Flores, Chris Harris, Charles Siron

**Committee Members Absent:** Naim Harrison, Cherrlynn Hubbard, Rachel Matillano (LoA)

**Others Present:** CM Mark Agtane, CM Mark Molnar, Liz Gatewood (Applicant), Michelle Spence (Applicant), Eric Sutter (Applicant)

**Support Staff Present:** Natalie Bryson, T.J. Lee

*Draft Minutes*

1. **Introductions**

The meeting was called to order at 5:08 pm by Co-Chair Flores. Everyone introduced themselves and quorum was established with the arrival of Charles Siron at 5:16 pm.

2. **Review/Approve Agenda - VOTE**

The agenda was reviewed and approved by consensus. It was noted that item 12 would be tabled until next month's meeting.

3. **Review/Approve February 8<sup>th</sup>, 2010 Minutes – VOTE**

The February 8<sup>th</sup> minutes were reviewed and approved by consensus.

4. **Announcements**

- CM Andrews noted that there will be a Policy and Procedure Work Group this Thursday from 2:30-4:30pm, and a Needs Assessment Work Group on Friday March 19<sup>th</sup> from 10am-12pm.
- Co-Chair Flores noted that he went to the CMA Committee Meeting last Tuesday, and that the Membership Committee, the CMA Committee and the new HIV Consumer Advocate will work together to provide outreach to the community.

5. **Public Comment**

There was no public comment.

6. **Connecting Outreach Work with CMA Committee – VOTE**

The Committee discussed how to connect their outreach work with that of the CMA Committee. Randy Allgaier's memo regarding upcoming trainings was reviewed. Co-Chair Flores noted that they would like to reach out to Native Americans, transgenders, youth, dental providers, housing providers (mainly Derek Silva), and the Community Clinic Consortium.

MOTION-CM Molnar/CM Siron to add Native Americans, transgenders and youth to the list of people/places to provide outreach to.

The motion passed by unanimous consent and will be passed on to CMA for approval.

7. **Council Member Attendance Report/Letters to Send – VOTE**

*Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month report (December 2009 and January and February 2010) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.*

*Update on Letters of Warning to be sent from last month:*

- Cicily Emerson
- Chris Harris
- Naim Harrison
- Mary Lawrence Hicks
- Cherrlynn Hubbard
- Carol Hudson
- Paul Margolis
- Don Soto

It was noted that none of these Council Members were sent a warning letter due to Council Support error.

*Letters of Warning to be sent:*

- Cherrlynn Hubbard (only 2 committee meetings attended)

MOTION-CM Harris/CM Andrews: To send Cherrlynn Hubbard a warning letter.

**The motion passed by unanimous consent.**

*Review Renewals*

- Laura Thomas
- Anna Heath

MOTION-CM Molnar/CM Andrews: To renew Laura Thomas to the Planning Council.

**The motion passed by unanimous consent and will move forward to the Full Council.**

MOTION-CM Siron/CM Andrews: To renew Anna Heath to the Planning Council.

**The motion passed by unanimous consent and will move forward to the Full Council.**

*Leave(s) of Absence*

- Charles Siron (Returned in February)
- Rachel Matillano (January 11<sup>th</sup>-March 11<sup>th</sup>, 2010)

The group discussed whether a person on a leave of absence has voting privileges.

*Requests for Leave of Absence*

- Anna Heath (March 1<sup>st</sup>-May 1<sup>st</sup>, 2010)

MOTION-CM Molnar/CM Siron: To grant Anna Heath a leave of absence.

**The motion passed by unanimous consent.**

*Update on Probation(s)*

*Probation:*



*-Matt Miller has corrected attendance.*

*Resignations*

*Thank You for service to the Council*

*Dismissal Letters to be sent due to attendance requirements*

**8. Committee Change Request – VOTE**

Matt Miller has requested to be changed from GPA to CMA.

**MOTION**-CM Andrews/CM Siron to move Matt Miller from the Government and Provider Affairs Committee to the Consumer and Minority Affairs Committee.

The motion passed by unanimous consent.

**9. Demographic Information Update**

The Committee reviewed the current demographics of the Council. They were last updated January 26<sup>th</sup>, 2010.

**10. Interviews for Membership**

The Committee took time to interview three applicants to the Council and review their references. All applications are on file at the Council Support office.

*-Eric Sutter*

**MOTION**-CM Andrews/CM Siron: To accept Eric Sutter as a member of the SF HIV Health Services Planning Council.

The motion passed by unanimous consent and will be forwarded to the Full Council for review.

*-Liz Gatewood*

**MOTION**-CM Molnar/CM Siron: To accept Liz Gatewood as a member of the SF HIV Health Services Planning Council.

The motion passed by unanimous consent and will be forwarded to the Full Council for review.

*-Michelle Spence*

**MOTION**-CM Molnar/CM Andrews: To accept Michelle Spence as a member of the SF HIV Health Services Planning Council.

The motion passed by unanimous consent and will be forwarded to the Full Council for review.

**11. Application(s) for Review**

The Committee took time to review an application for Channing Wayne.

**MOTION**-CM Siron/CM Molnar: To invite Channing Wayne in for an interview.

The motion passed by unanimous consent. Channing Wayne will be invited for an interview next month.

**12. Leave of Absence Policy – VOTE**

This agenda item was tabled until the next meeting of the Membership Committee.

**13. COE Discussion**

This discussion was tabled due to lack of time.

14. Next Meeting Date & Agenda Items

*The next Membership Meeting is tentatively scheduled for Monday, April 12<sup>th</sup>, 25 Van Ness Room 330B from 5:00 PM-7:00 PM.*

**PARKING LOT:**

- Discussion of Cultural Humility Workshops
- Review of Exit Interviews
- Ways to Thank Long-Standing Council Members
- Discussion of Behavioral Management Models – VOTE

15. Adjournment

The meeting was adjourned at 7:16 pm by Co-Chair Flores.

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# HIV Health Services Planning Council

## MEMBERSHIP COMMITTEE

Monday, April 12, 2010

Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

5:00 -7:00 pm

### *Draft Agenda*

1. Introductions Group 5:00
2. Review/Approve Agenda - VOTE Group 5:03
3. Review/Approve March 8<sup>th</sup>, 2010 Minutes – VOTE Group 5:05
4. Announcements Group 5:08
5. Public Comment Group 5:13
6. Council Member Attendance Report/Letters to Send – VOTE Group 5:15

*Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month report (January, February and March 2010) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.*

#### *Letters of Warning to be sent:*

- Mark Agtane (Only 2 Council meetings attended)
- Naim Harrison (Only 2 Committee meetings attended)

#### *Letters of Probation to be Sent:*

- Cherrlynn Hubbard (No meetings in the past month)

#### *Review Renewals*

- Noah Briones (4/30/2010)
- Cathy Newell (5/1/2010)

#### *Leave(s) of Absence*

- Anna Heath (March 1<sup>st</sup>-May 1<sup>st</sup>, 2010)

#### *Resignations*

*Thank You for service to the Council*

*Dismissal Letters to be sent due to attendance requirements*

7. Committee Change Request Group 5:40

*Mark Agtane has requested to be moved from CMA to Membership.*

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8. Demographic Information Update Group 5:45
9. Application(s) for Review Group 5:50  
-George Simmons
10. Interviews for Membership Group 5:55  
-Channing Wayne
11. Leave of Absence Policy – VOTE Group 6:05  
*The Committee will discuss and develop a policy to automatically place HIV+ Council Members on a Leave of Absence during extended periods of absence.*
12. Connecting Outreach Work with CMA Committee – VOTE Group 6:30
13. Next Meeting Date & Agenda Items Group 6:55  
*The next Membership Meeting is tentatively scheduled for Monday, May 10<sup>th</sup>, 25 Van Ness Room 330B from 5:00 PM-7:00 PM.*

**PARKING LOT:**

- Community Outreach and Council Recruitment
- Discussion of Cultural Humility Workshops
- Review of Exit Interviews
- Ways to Thank Long-Standing Council Members
- Discussion of Behavioral Management Models – VOTE

14. Adjournment Group 7:00

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# HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, April 12, 2010

Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

5:00 -7:00 pm

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**Committee Members Present:** John Andrews, Wade Flores (Co-Chair), Chris Harris, Cherrlynn Hubbard, Charles Siron

**Committee Members Absent:** Naim Harrison, Rachel Matillano

**Others Present:** CM Steve Manley, Channing Wayne (Applicant), Dean Goodwin (DPH-HHS)

**Support Staff Present:** Randy Allgaier, Enrique Asis, Natalie Bryson

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## *Draft Minutes*

### **1. Introductions**

The meeting was called to order at 5:00 pm by Co-Chair Flores. Everyone introduced themselves and quorum was established.

### **2. Review/Approve Agenda - VOTE**

The agenda was reviewed and approved by consensus. (Andrews/Siron).

### **3. Review/Approve March 8<sup>th</sup>, 2010 Minutes – VOTE**

The March 8<sup>th</sup> minutes were reviewed and approved by consensus. (Harris/Siron).

### **4. Announcements**

- CS Allgaier announced that the Needs Assessment Work Group has held three focus groups, and all were quite successful, although the 50+ one was skewed towards the younger ages, so another one will be held to cover 60+. A focus group will also be held with providers. The group has now disbanded and results will be ready in the next few months. He also noted that Administrative Assistant, Natalie Bryson will be leaving Council Support, and interviews for her position will most likely conclude at the end of this week. He updated the Council on what will take place at the next Council meeting.
- CM Andrews announced that the next Policies and Procedures Work Group meeting will take place May 13<sup>th</sup>, and encouraged Membership Committee members to attend.
- Co-Chair Flores announced that Cherrlynn is now the new Co-Chair of Membership Committee. He also took the time to thank CS Bryson for her service to the Council.

### **5. Public Comment**

There was no public comment.

**6. Council Member Attendance Report/Letters to Send – VOTE**

*Council Support updated the Committee on Attendance Letters sent and status of Council Members. The Committee will review a three-month report (January, February and March 2010) on Council Member attendance. The Committee will decide whether to send letters to Council Members not meeting attendance requirements.*

*Letters of Warning to be sent:*

- Mark Agtane (Only 2 Council meetings attended)*
- Naim Harrison (Only 2 Committee meetings attended)*

**The Committee decided by consensus to send letters of warning to both parties.**

*Letters of Probation to be Sent:*

- Cherrlynn Hubbard (No meetings in the past month)*

**The Committee decided by consensus to send a letter of probation to Cherrlynn Hubbard.**

*Review Renewals*

- Noah Briones (4/30/2010)*
- Cathy Newell (5/1/2010)*

**The Committee decided to table the issue until May's meeting.**

*Leave(s) of Absence*

- Anna Heath (March 1<sup>st</sup>-May 1<sup>st</sup>, 2010)*

*Resignations*

*Thank You for service to the Council*

*Dismissal Letters to be sent due to attendance requirements*

**7. Committee Request -- VOTE**

- Lara Tannenbaum requested CMA.*
- Gwen Smith requested POI.*

**Mark Agtane has been moved from CMA to Membership by consensus with one abstention.**

**8. Demographic Information Update**

The group reviewed demographic information that was most recently updated March 22<sup>nd</sup>, 2010.

**9. Application(s) for Review**

*-George Simmons*

**The Committee reviewed George Simmons application. They decided by consensus with one naye to invite him back for an interview. (Andrews/Siron).**

**10. Interviews for Membership**

*-Channing Wayne*

The Committee interviewed Channing Wayne.

**The Committee decided by consensus to accept her as a member. This decision will be forwarded on to the Full Council for a vote. (Andrews/Siron).**

**11. Leave of Absence Policy – VOTE**



CM Manley led the Committee in a discussion to develop a policy to automatically place HIV+ Council Members on a Leave of Absence during extended periods of excused absences. A lengthy discussion ensued.

**MOTION**-CM Siron/CM Andrews: That discussion of the automatic leave of absence policy be moved to the Policies and Procedures Work Group.

**The motion was removed by CM Siron.**

The Committee will continue the discussion next month, with the answer if a proxy vote counts towards quorum. Dean Goodwin also recommended creating a letter from Council Support that would discuss their use of excused absences and suggest alternatives.

**12. Connecting Outreach Work with CMA Committee – VOTE**

The Committee discussed how to better connect their outreach work with that of CMA. They discussed how and when the outreach and listening sessions and trainings will be held.

**13. Next Meeting Date & Agenda Items**

*The next Membership Meeting is tentatively scheduled for Monday, May 10<sup>th</sup>, 25 Van Ness Room 330B from 5:00 PM-7:00 PM.*

***PARKING LOT:***

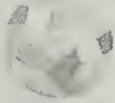
- Review of Renewals (bring forms)*
- George Simmons interview*
- CM Matillano/Agtane LOA*
- Committee Assignments: CMs Tannenbaum, Smith, Scarce*
- Leave of Absence Policy*
- Website Discussion*
- Recruitment and Retention*
- T.J. discuss 20<sup>th</sup> Anniversary*
- Update Membership Application*
- Review of Exit Interviews*
- Ways to Thank Long-Standing Council Members*
- Discussion of Behavioral Management Models – VOTE*

**14. Adjournment**

The meeting was adjourned at 7:00 pm by Co-Chair Flores.

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# HIV Health Services Planning Council

## MEMBERSHIP COMMITTEE

Monday, May 10, 2010

Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

5:00 -7:00 pm

### *Draft Agenda*

1. Introductions Group 5:00
2. Review/Approve Agenda - VOTE Group 5:03
3. Review/Approve April 12<sup>th</sup>, 2010 Minutes – VOTE Group 5:05
4. Announcements Group 5:08
5. Public Comment Group 5:13
6. Website Discussion – VOTE Group 5:15
7. Council Member Attendance Report/Letters to Send – VOTE Group 5:30

*Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month report (February, March, April 2010) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.*

#### *Letters of Warning to be sent:*

- Rachel Matillano (no meeting attendance in March or April)*
- Stacia Scherich (only three meetings attended)*

#### *Letters of Probation to be sent:*

- Naim Harrison only one meeting in April*

#### *Update of Letters of Probation that have been Sent:*

- Cherrlynn Hubbard has attended two required meetings*

#### *Review Renewals:*

- Noah Briones (4/30/2010)*
- Cathy Newell (5/1/2010)*

#### *Requests for Leave(s) of Absence:*

- Mark Agtane*
- Rachel Matillano*
- Charles Siron*

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*Resignations:*

*Thank You for service to the Council*

*Dismissal Letters to be sent due to attendance requirements*

8. Committee Request – VOTE Group 5:50  
- Lara Tannenbaum requested CMA.  
- Gwen Smith requested POI.  
- Michael Scarce requested Membership.
9. Demographic Information Update Group 6:00
10. Interviews for Membership – VOTE Group 6:10  
-George Simmons
11. Recruitment and Retention – VOTE Group 6:25
12. Leave of Absence Policy – VOTE Group 6:35

*The Committee will discuss and develop a policy to automatically place HIV+ Council Members on a Leave of Absence during extended periods of absence.*

13. 20<sup>th</sup> Anniversary – VOTE T.J. Lee 6:45
14. Next Meeting Date & Agenda Items Group 7:00

*The next Membership Meeting is tentatively scheduled for Monday, May 10<sup>th</sup>, 25 Van Ness Room 330B from 5:00 PM-7:00 PM.*

*Parking Lot:*

- Update Membership Application
- Discussion of Cultural Humility Workshops
- Review of Exit Interviews

15. Adjournment Group 7:00

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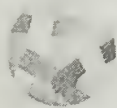
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HIV Health Services Planning Council  
MEMBERSHIP COMMITTEE  
Monday, May 10, 2010  
Department of Public Health  
25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B  
5:00-7:00 pm

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**Committee Members Present:** Co-Chair Wade Flores, Chris Harris, Naim Harrison, Co-Chair Cherrlynn Hubbard

**Committee Members Absent:** John Andrews [E], Rachel Matillano, Chris Siron [E]

**Others Present:** Billie Cooper, Dean Goodwin [HHS-DPH], Steve Manley, Michael Scarce, George Simmons  
[applicant]

**Support Staff Present:** Randy Allgaier, Enrique Asis, William Ching, T.J. Lee

*Draft Minutes*

1. Introductions

The meeting was called to order at 5:10 pm by Committee Co-Chair Hubbard. Everyone introduced themselves and quorum was later established when CM Harrison arrived.

2. Review/Approve Agenda – VOTE

**MOTION** – CM Harris/CM Flores: to review and approve the agenda.

The agenda was reviewed and approved by consensus.

3. Review/Approve April 12<sup>th</sup>, 2010 DRAFT Minutes – VOTE

**MOTION** – CM Flores/CM Manley: to review and approve the minutes.

The minutes were reviewed and approved by consensus.

4. Announcements

- CS Allgaier announced that there will be Hepatitis C Rally at noon on May 19 in front of City Hall.
- CS Allgaier announced that on June 19<sup>th</sup> the Hepatitis Task Force will meet to discuss HIV/HCV co-infection. Harding + Co will also be there to present results from their focus groups.
- CS Allgaier also updated the Committee on the HIV + Aging survey, which closed this past Friday. A better sampling than what we could have imagined. There will be a Joint Council meeting at the end of the month that will deal with community viral load and where Grant Colfax will also be presenting information.

5. Public Comments

There was no public comment.

6. Website Discussion – VOTE

CS Allgaier updated the committee on the status of the website and invited the Committee for their input on

Page 1 of 4

its development. Some suggested features included showing appreciation for Council Members for their work; adding pictures and biographies; and other social media tools.

CM Manley suggested listing Council Members' contributions and outside affiliations.

Co-chair Flores added that there should be page that lists resources, especially events.

#### **7. Council Member Attendance Report/Letters to Send – VOTE**

Council Support will update Committee on Attendance Letters sent, and status of Council Members.

Committee will review a three-month report (February, March, April 2010) on Council Member attendance.

Committee will decide whether to send letters to Council Members not meeting attendance requirements.

Letters of Warning to be sent:

- Rachel Matillano (no meeting attendance in March or April)
- Stacia Scherich (only three meetings attended)

**MOTION** – CM Flores/CM Manley: To send letters of warning to CM Matillano and CM Scherich.

**Motion is approved by consensus.**

Letters of Probation to be sent:

- Naim Harrison has attended only one meeting in April.

**MOTION** – CM Flores/ CM Harrison: To send a letter of probation to CM Harrison.

**Motion is approved by consensus.**

Update of Letters of Probation that have been sent:

- Cherrlynn Hubbard has attended two required meetings.

Review Renewals:

- Noah Briones (4/30/2010)
- Cathy Newell (5/1/2010)

**MOTION** – CM Flores/CM Harris: to renew CM Briones and CM Newell.

**Motion passed by consensus.**

Requests for Leave(s) of Absence:

- Mark Agtane
- Rachel Matillano
- Charles Siron

**MOTION** – CM Flores/CM Harris: to grant LOA extensions to CM Agtane, CM Matillano and CM Siron.

**Motion passed by consensus.**



Resignations:

Thank You for service to the Council:

Dismissal Letters to be sent due to attendance requirements:

#### 8. Committee Request – VOTE

- Billie Cooper requested Membership.  
*Decided to remain with CMA.*
- Michael Scarce requested Membership.
- Gwen Smith requested POI.
- Lara Tannenbaum requested CMA.

**MOTION** – CM Harris/CM Flores: to approve all of members' first choice requests of committees and with Billie Cooper's decision to remain with CMA.

**Motion passed by consensus.**

#### 9. Demographic Information Update

Committee members discussed the importance of receiving monthly demographic reports.

#### 10. Interviews for Membership – VOTE

- George Simmons

**MOTION** – CM Manley/CM Harris: to reinstate George Simmons to the Full Council.

**Motion passed by a majority vote, with one no and one abstention.**

#### 11. Recruitment and Retention – VOTE

Co-chair Flores stated that the Council is doing a good job in Recruitment and Retention.

CM Manley announced that there will be a full council evaluation.

#### 12. Leave of Absence Policy – VOTE

CM Manley initiated discussion about Leaves of Absences. Suggested four starting points for discussion: (1) whether or not proxies count towards satisfying quorum; (2) leaving the policy as is; (3) develop a policy to automatically put members on a leave of absence; (4) moving the idea to Policy and Procedure Work Group.

Committee Members decided to let CM Manley develop an outline of possible options for addressing LOA Policy.

#### 13. 20<sup>th</sup> Anniversary – VOTE

CS Lee informed the Committee that the 20<sup>th</sup> anniversary of Ryan White Care Act is in August. He proposed an event to commemorate the day as a way to: to promote the Council's work; to recognize Council Members' contributions; to remind the public that funding is still needed especially for individuals living with HIV/AIDS, especially those who are aging.

CM Manley gave the Committee a quick overview of the Ryan White Care Act.

**MOTION** – CM Flores/CM Scarce: to allow CS Lee to start planning for 20<sup>th</sup> Anniversary.

**Motion passed by consensus.**

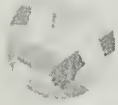
**14. Next Meeting Date & Agenda Items**

The next Membership Meeting is tentatively scheduled for Monday, May June 14<sup>th</sup>, 25 Van Ness Room 330B from 5:00 – 7:00 pm.

- Parking Lot:
  - Website Discussion
  - 'LOA Policies

**15. Adjournment**

The meeting was adjourned at 6:55 pm by Co-Chair Hubbard.



HIV Health Services Planning Council  
MEMBERSHIP COMMITTEE  
Monday, June 14, 2010  
Department of Public Health  
25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B  
5-7 pm

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*Draft Agenda*

1. Introductions Group 5:00
2. Review/Approve Agenda – VOTE Group 5:03
3. Review/Approve May 10<sup>th</sup> Minutes – VOTE Group 5:05
4. Announcements Group 5:07
5. Public Comment Group 5:10
6. Meeting Date Change – VOTE Group 5:15  
*The Committee will vote whether to move July's Membership Committee meeting from Monday July 12 to Tuesday July 6, at the same time from 5-7 pm.*
7. Website Discussion – VOTE Group 5:20
8. Council Member Attendance Report/Letters to Send – VOTE Group 5:30  
*Council Support will update Committee on Attendance Letters sent, and status of Council Members.  
Committee will review a three-month report (March, April and May 2010) on Council Member attendance.  
Committee will decide whether to send letters to Council Members not meeting attendance requirements.*
  - Letters of Warning to be sent:
    - Noah Briones (only attended three meetings)
    - Veronica Pillatzke (only attended two meetings)
    - Lara Tannenbaum (only attended two meetings)
  - Letters of Probation to be sent:
  - Update of Letters of Probation that have been sent:
    - Naim Harrison
  - Review Renewals:
  - Leave(s) of Absence:
    - Mark Agtane
    - Anna Heath
    - Rachel Matillano

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- Resignations:
- Thank You for service to the Council:
- Dismissal Letters to be sent due to attendance requirements:

9. Committee Request – VOTE Group 5:45
- George Simmons requested GPA.
  - Mark Molnar requested switching to Membership from CMA.
  - Stacia Scherich requested switching to GPA from POI.

10. Demographic Information Update Group 5:50

11. Leave of Absence Policy – VOTE Group 6:00
- Council Co-Chair Steve Manley will present the Committee with LOA recommendations.*

12. 20<sup>th</sup> Anniversary Update – VOTE Group 6:40

13. Next Meeting Date & Agenda Items Group 6:55
- The next Membership Committee Meeting is tentatively scheduled for Tuesday, July 6<sup>th</sup>, 2010, 25 Van Ness Room 330B from 5-7 pm.*

Parking Lot:

14. Adjournment Group 7:00

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730 Polk Street, 3<sup>rd</sup> Floor, San Francisco, CA 94109*

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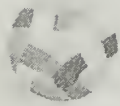
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HIV Health Services Planning Council  
MEMBERSHIP COMMITTEE  
Monday, June 14, 2010  
Department of Public Health  
25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B  
5:00-7:00 pm

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**Committee Members Present:** John Andrews, Wade Flores, Chris Harris, Cherrlynn Hubbard, Charles Siron

**Committee Members Absent:** Naim Harrison, Michael Scarce

**Others Present:** Steve Manley, Eric Sutter

**Support Staff Present:** Randy Allgaier, Enrique Asis, William Ching

*Draft Minutes*

1. **Introductions**

The meeting was called to order at 5:01 pm by Committee Co-Chair Hubbard. Everyone introduced themselves and quorum was established.

2. **Review /Approve Agenda – VOTE**

**MOTION-CM Andrews/CM Manley:** to approve the agenda.

**Motion passed by consensus.**

3. **Review /Approve May 10<sup>th</sup>, 2010 DRAFT Minutes – VOTE**

The Committee reviewed and approved May 10<sup>th</sup> minutes. Change previous month's minutes to read "Charles Siron" instead of "Chris Siron."

**MOTION-CM Flores/CM Manley:** to approve May 10<sup>th</sup> minutes as amended.

**Motion passed by consensus.**

4. **Announcements**

- CS Allgaier announced that there was a successful meeting of the Hep C Task Force, that there was the first Outreach and Listening event with the San Francisco Clinic Consortium and that the Committee will be reviewing the cultural inclusion in upcoming meetings. October will be dedicated to cultural sensitivity.
- CS Allgaier wanted to remind the Committee that there will be two full Council meetings in July and encouraged the Council to come to the HIV and Aging Work Group meeting this upcoming Wednesday to review the white paper.
- CS Asis announced there will be summer orientation on July 22<sup>nd</sup> for new and current Council members.
- CM Andrews announced that the Council will have a table at the San Francisco AIDS Walk, which is on July 18<sup>th</sup> and lasts from 10 am to 1 pm.

**5. Public Comment**

There was no public comment.

**6. Meeting Date Change – VOTE**

Due to a scheduling conflict in July, the Committee decided to reschedule the next Membership Committee meeting.

**MOTION**-CM Harris/CM Siron: To reschedule the next Membership Committee meeting from Monday July 12 to Tuesday July 6, 5-7 pm.

**Motion passed by consensus.**

**7. Website Discussion – VOTE**

The Committee went over website suggestions from CM Andrews and discussed the importance of roles and responsibilities of doing labor intensive portions of the website, as well as the applicability of Sunshine laws, recognizing that Council Support has limited time. It would be important to research estimated workloads and prioritize which ideas to enact.

**8. Council Member Attendance Report/Letters to Send – VOTE**

Council Support will update Committee on Attendance Letters sent, and status of Council Members.

Committee will review a three-month report (March, April and May 2010) on Council Member attendance.

Committee will decide whether to send letters to Council Members not meeting attendance requirements.

- Letters of Warning to be sent:

- Noah Briones
- Veronica Pillatzke
- Lara Tannenbaum

**MOTION**-CM Hubbard/CM Manley: to send Noah Briones, Veronica Pillatzke and Lara Tannenbaum Letters of Warning.

**Motion passed by consensus.**

- Letters of Probation to be sent:

- Update of Letters of Probation that have been sent:

- Naim Harrison

- Review Renewals:

- Leave(s) of Absence:

- Mark Agtane
- Anna Heath
- Rachel Matillano

- Resignations:



- Thank You for Service to the Council:
- Dismissal Letters due to be sent due to attendance requirements:

#### 9. Committee Request – VOTE

- George Simmons requested GPA.
  - Channing Wayne requested GPA (1<sup>st</sup> choice) and Membership (2<sup>nd</sup>).
  - Liz Gatewood requested GPA (1<sup>st</sup> choice) and CMA (2<sup>nd</sup>).
  - Eric Sutter requested Membership (1<sup>st</sup> choice) and CMA (2<sup>nd</sup>).
  - Mark Molnar requested switching to Membership from CMA.
  - Stacia Scherich requested switching to GPA from POI.
- MOTION-CM Andrews/CM Siron: To approve all members' first choice of Committee.
- Motion passed by consensus.**

#### 10. Demographic Information Update

The Committee reviewed the demographic information for July. We are the only EMA Council that is running at full capacity. Committee Members stressed continued outreach for Native Americans and transgender individuals.

#### 11. Leave of Absence Policy – VOTE

Co-Chair Manley presented the Committee with a draft version of Automatic Leave of Absence Policy. The purpose of the new policy is to remove the perception that it is punitive and because absences are an issue for establishing quorum.

The San Francisco EMA Council is the only council in the country that allows proxy voting. Some Committee members are concerned about the indefinite time PLWA who is on leave of absence due to illness, which they feel may give PLWA an unfair advantage. Others suggest that there should be a more personal way of approaching Council members who may need to take a leave of absence.

Members expressed concern about Council Members who do not attend a minimum amount of meetings in a year and whether or not they should be able to vote in prioritization and allocation.

**MOTION-CM Manley/CM Andrews:** to put in place a system to track excused absences and committees that lack quorum for six months, then Membership is to revisit attendance requirements and leaves of absence policies.

**Motion passed by consensus.**

#### 12. 20<sup>th</sup> Anniversary Update – VOTE

The Committee will table this agenda item until CS Lee returns.

#### 13. Next Meeting Date & Agenda Items – VOTE

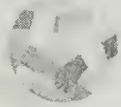
The next Membership Committee Meeting is tentatively scheduled for Tuesday, July 6th, 2010, 25 Van Ness Room 330B from 5-7 pm.

Parking Lot:

- 20<sup>th</sup> Anniversary
- Updating Membership Application
- Tracking excused absences, committees lacking quorum for a six month period
- LOA Policy: returning then leaving
- Outreach and Listening Discussion

#### **14. Adjournment**

The meeting was adjourned at 6:31 pm by Co-Chair Hubbard.



HIV Health Services Planning Council  
MEMBERSHIP COMMITTEE  
Tuesday, July 6, 2010  
Department of Public Health  
25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B  
5-7 pm

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*Draft Agenda*

1. Introductions Group 5:00
2. Review/Approve Agenda – VOTE Group 5:03
3. Review/Approve June 14<sup>th</sup> 2010 Minutes – VOTE Group 5:05
4. Announcements Group 5:07
5. Public Comment Group 5:10
6. Council Member Attendance Report/Letters to Send – VOTE Group 5:15  
*Council Support will update Committee on Attendance Letters sent, and status of Council Members.  
Committee will review a three-month report (April, May and June 2010) on Council Member attendance.  
Committee will decide whether to send letters to Council Members not meeting attendance requirements.*

- Letters of Warning to be sent:
  - Matt Miller
  - Veronica Pillatzke
  - Gwen Smith
- Letters of Probation to be sent:
- Update of Letters of Probation that have been sent:
- Review Renewals:
- Request for Leave of Absence
  - Noah Briones
  - Naim Harrison
- Leave(s) of Absence:
  - Anna Heath (May 2 – July 1 2010)
- Resignations:
- Thank You for service to the Council:
- Dismissal Letters to be sent due to attendance requirements:

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7. Cultural Sensitivity Council Support 5:30  
*Council Support will update Membership on the results of the cultural sensitivity online survey.*
8. Demographic Information Update Group 6:00
9. Leave of Absence Policy – VOTE Group 6:05  
*Council Co-Chair Steve Manley will present the Committee with LOA recommendations.*
10. 20<sup>th</sup> Anniversary Update – VOTE Group 6:40
11. Next Meeting Date & Agenda Items Group 6:55  
*The next Membership Committee Meeting is tentatively scheduled for Monday, August 9<sup>th</sup>, 2010, 25 Van Ness Room 330B from 5-7 pm.*
- Parking Lot: Updating Membership Application
  - Tracking excused absences, committees lacking quorum for a six month period
  - LOA Policy: returning then leaving
  - Outreach and Listening Discussion
12. Adjournment Group 7:00
- 

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# HIV Health Services Planning Council

Tuesday, July 6, 2010

Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

5:00-7:00 pm

**Committee Members Present:** John Andrews, Wade Flores, Chris Harris, Rachel Matillano, Mark Molnar, Michael Scarce, Eric Sutter

**Committee Members Absent:** Naim Harrison, Cherrlynn Hubbard, Charles Siron [E-Proxy: Chris Harris]

**Others Present:** Mark Agtane

**Support Staff Present:** Randy Allgaier, Enrique Asis, William Ching, T.J. Lee

## Draft Minutes

### 1. Introductions

The meeting was called to order at 5:02 pm by Committee Co-Chair Ramos. Everyone introduced themselves and quorum was established.

### 2. Review /Approve Agenda – VOTE

The agenda was reviewed approved by consensus.

**MOTION-CM Harris/CM Andrews:** to approve the agenda.

**Motion passed by consensus.**

### 3. Review /Approve June 14<sup>th</sup> 2010 DRAFT Minutes – VOTE

The June 14<sup>th</sup> minutes were reviewed and approved by consensus.

**MOTION-CM Harris/CM Andrews:** to approve minutes by consensus.

**Motion passed by consensus.**

### 4. Announcements

- CS Allgaier announced there are two Full Council Meetings this month. There is also an Outreach and Listening event at Derek Silva on July 13 and a pre-summit orientation on July 22.
- CS Allgaier also announced that the National AIDS Strategy is likely to be announced on July 13 and that there are currently over 2,000 individuals on the ADAP waiting lists.

### 5. Public Comment

There was no public comment.

### 6. Council Member Attendance Report/Letters to Send – VOTE

Council Support will update Committee on Attendance Letters sent, and status of Council Members.

Committee will review a three-month report (April, May and June 2010) on Council Member attendance

Committee will decide whether to send letters to Council Members not meeting attendance requirements

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- Letters of Warning to be sent:

- Matt Miller
- Gwen Smith

**MOTION**-CM Harris/CM Andrews: to send letters of warning to the above two individuals.

**Motion passed by unanimous vote.**

- Letters of Probation to be sent:

- Veronica Pillatzke

**MOTION**-CM Andrews/CM Scarce: to send Veronica Pillatzke a letter of probation.

**Motion passed by unanimous vote.**

- Update of Letters of Probation that have been sent:

- Review Renewals:

- Request for Leave of Absence:

- Noah Briones
- Naim Harrison

**MOTION**-CM Scarce/CM Andrews: to grant Noah Briones and Naim Harrison leaves of absence.

**Motion passed by unanimous vote.**

- Leave(s) of Absence:

- Anna Heath (May 2 – July 1 2010)

The Committee decided that if Anna still feels ill that the Committee will grant her an additional LOA.

- Resignations:

- Thank You for Service to the Council:

- Dismissal Letters to be sent due to attendance requirements:

## 7. Cultural Sensitivity – VOTE

CS Allgaier presented the Committee with the results from than online cultural sensitivity survey.

The respondents, while diverse are in many cases close but do not exactly mirror the demographics of the Council. 2 Council members declined to state their race/ethnicity. 2 members declined to state their race/ethnicity for the survey. The survey was underrepresented among African Americans and “overrepresented” among Multiracial and API and slightly underrepresented among Latinos. One respondent did not answer the question.



Males were over represented, Females and Transgenders underrepresented. No one identified themselves as transgender. One respondent did not answer the question.

61.9% of survey respondents are unaligned consumers which is a higher sample than the 50% of unaligned consumers on the Council. 52.4% of respondents identified as HIV + which is a lower sample than the 60% HIV+ members of the Council.

A copy of the report of the findings is on file at the Council Support staff office.

#### **8. Demographic Information Update**

The Committee reviewed the demographic information update for July 2010.

San Francisco is the only EMA Council that is running at full capacity. Committee Members stressed continued outreach for Native Americans and transgender individuals and youth.

A copy of the update report is available at the Council Support staff office.

#### **9. Leave of Absence Policy – VOTE**

This agenda item has been tabled for a six month period.

#### **10. 20<sup>th</sup> Anniversary Update – VOTE**

The Committee will table this agenda item until CS Lee returns.

#### **11. Next Meeting Date & Agenda Items – VOTE**

The next Membership Committee Meeting is tentatively scheduled for Monday, August 9<sup>th</sup> 2010, 25 Van Ness Room 330B from 5-7 pm.

Parking Lot:

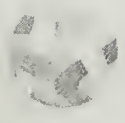
- 20<sup>th</sup> Anniversary
- Updating Membership Application (NEXT MONTH AGENDA ITEM)
- Tracking excused absences, committees lacking quorum for a six month period
- Signatories of all letters to Council Members (NEXT MONTH AGENDA ITEM)
- Outreaching and listening discussion

#### **12. Adjournment**

The meeting was adjourned at 6:10 pm by Co-Chair Ramos.







HIV Health Services Planning Council  
MEMBERSHIP COMMITTEE  
Monday, August 9, 2010  
Department of Public Health  
25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B  
5:00-7:00 pm

*Draft Agenda*

1. Introductions Group 5 00
2. Review/Approve Agenda – VOTE Group 5 03
3. Review/Approve July 6<sup>th</sup> 2010 Minutes – VOTE Group 5 05
4. Announcements Group 5 07
5. Public Comment Group 5 10
6. Report on Recommendation to Membership from the HIV/Aging Workgroup Randy Allgaier 5 15
7. Council Member Attendance Report/Letters to Send – VOTE Group 5 20  
*Council Support will update Committee on Attendance Letters sent, and status of Council Members.  
Committee will review a three-month report (May, June and July 2010) on Council Member attendance.  
Committee will decide whether to send letters to Council Members not meeting attendance requirements*
  - Letters of Warning to be sent:
    - Mark Agtane
    - Cherrlynn Hubbard
    - Matthew Miller
    - Veronica Pillatzke
  - Letters of Probation to be sent:
  - Update of Letters of Probation that have been sent:
  - Review Renewals:
  - Request for Leave of Absence
    - Aaron Chandler
  - Leave(s) of Absence:
    - Noah Briones ( July 6, 2010 – September 6, 2010)
    - Naim Harrison (July 6, 2010 – September 6, 2010)
  - Resignations:

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AUG - 5 2010

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- Anna Heath
  - Thank You for service to the Council:
    - Anna Heath
  - Dismissal Letters to be sent due to attendance requirements:
8. **Review Membership Application – VOTE** Group 5:35  
*The Committee will revisit the Membership Application and recommend any needed changes.*
  9. **"Leave of Absence" Amendment Draft – VOTE** Group 5:50
  10. **Demographic Information Update** Group 6:05
  11. **Long Term Care Coordinating Council Recommendations – VOTE** Group 6:10  
*The Committee will consider a recommendation to add a seat to the Long Term Care Coordinating Council.*
  12. **20<sup>th</sup> Anniversary Update – VOTE** Group 6:45
  13. **Next Meeting Date & Agenda Items** Group 6:55  
*The next Membership Committee Meeting is tentatively scheduled for Monday, September 13<sup>th</sup>, 2010, 25 Van Ness Room 330B from 5-7 pm.*

**Parking Lot:**

- Updating Membership Application
- Tracking excused absences, committees lacking quorum for a six month period
- Updating Leave of Absence Policy
- Outreach and Listening Discussion

14. **Adjournment** Group 7:00

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 730 Polk Street, 3<sup>rd</sup> Floor, San Francisco, CA 94109*

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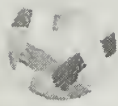
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# HIV Health Services Planning Council

Monday, August 9, 2010

Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

5:00-7:00 pm

**Committee Members Present:** John Andrews, Cherrlynn Hubbard, Rachel Matillano, Mark Molnar, Michael Scarce, Charles Siron

**Committee Members Absent:** Mark Agtane, Chris Harris, Wade Flores [E], Naim Harrison [LOA], Eric Sutter [E]

**Others Present:** Dean Goodwin [DPH-HHS], Steve Manley, Matthew Miller

**Support Staff Present:** Randy Allgaier, Enrique Asis, William Ching

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## Draft Minutes

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### 1. Introductions

The meeting was called to order at 5:00 pm by Committee Co-Chair Hubbard. Everyone introduced themselves and quorum was established.

### 2. Review /Approve Agenda – VOTE

The agenda was reviewed, amended and approved by consensus.

**AMENDMENT:** Adding Noah Briones under the heading "Resignations" and "Thank You Letter," and removing both Anna Heath and Noah Briones from the heading "Leave(s) of Absence."

### 3. Review /Approve July 6<sup>th</sup> 2010 DRAFT Minutes – VOTE

The July 6<sup>th</sup> minutes were reviewed, amended and approved by consensus.

**AMENDMENT:** Removing the note about Anna Heath under the heading "Leaves of Absence."

### 4. Announcements

- CS Allgaier made the following announcements:
  - August 18 at noon there will be a commemorative event of the 20<sup>th</sup> anniversary of Ryan White legislation. All Council Members are encouraged to attend.
  - CS Allgaier and CM Manley will be presenting a workshop at the Ryan White Grantee Conference August 22-26.
- CM Andrews
  - Encouraged committee members to attend the Policy and Procedure Work Group Meeting this Thursday from 3-5 pm.
  - Encouraged other Committee members to attend upcoming Government and Provider Affairs and/or Steering Committee meetings.

### 5. Public Comment

There was no public comment.

**6. Report on Recommendation to Membership from the HIV/Aging Workgroup**

CS Allgaier elaborated on the recommendation of designating one seat for a representative of the Long Term Coordinating Council (LTCCC).

**7. Council Member Attendance Report/Letters to Send – VOTE**

Council Support will update Committee on Attendance Letters sent, and status of Council Members.

Committee will review a three-month report (May, June and July 2010) on Council Member attendance.

Committee will decide whether to send letters to Council Members not meeting attendance requirements.

- Letters of Warning to be sent:

- Mark Agtane
- Cherrlynn Hubbard
- Matthew Miller
- Veronica Pillatzke

**MOTION**-CM Molnar/CM Andrews: to send letters of warning to the above four individuals.

**Motion passed by unanimous vote.**

- Letters of Probation to be sent:

- Update of Letters of Probation that have been sent:

- Review Renewals:

- Request for Leave of Absence:

- Aaron Chandler

**MOTION**-CM Andrews/CM Molnar: to grant Aaron Chandler a two-month leave of absence.

**Motion passed by unanimous vote.**

- Leave(s) of Absence:

- Naim Harrison (July 6, 2010 – September 6, 2010)

- Resignations:

- Noah Briones
- Anna Heath

- Thank You for Service to the Council:

- Noah Briones
- Anna Heath

**MOTION**-CM Andrews/CM Siron: to accept resignations and to send Thank You for Service Letters to Noah Briones and Anna Heath.

**Motion passed by consensus.**

- Dismissal Letters to be sent due to attendance requirements:

**8. Review Membership Application – VOTE**

CM Andrews gave the Committee an update on the Membership Application.

Most changes to the New Member Application were translated from the Renewal Application. Most changes were cosmetic and to make the application easier to read. Added decline to state option and a section about policies and procedures.

**MOTION**-CM Siron/CM Molnar: to adopt the new Member Application.

**Motion passed by consensus.**

**9. “Leave of Absence” Amendment Draft – VOTE**

The agenda item has been placed in the Parking Lot.

**10. Demographic Information Update**

The Committee reviewed the demographic information update for August 2010. The update has been updated to reflect the resignations of Noah Briones and Anna Heath.

A copy of the update report is available at the Council Support staff office.

**11. Long Term Care Coordinating Council Recommendations – VOTE**

CM Manley gave the Committee more background to the recommendation of designating a seat for a representative of the LTCCC. The recommendation came out from the HIV and Aging Work Group, which hopes that it will increase the opportunity to integrate the work of the two councils.

The Committee discussed whether or not there would be a mandated seat for a representative from the LTCCC.

**MOTION**-CM Molnar/CM Andrews: to adopt the LTCCC recommendations and to amend the by-laws and applications accordingly.

**Motion passed by consensus.**

**MOTION**-CM Andrews/CM Miller: to solicit nominations for an open seat on the LTCCC.

**Motion approved by consensus.**

**12. 20<sup>th</sup> Anniversary Update – VOTE**

The Committee skipped this agenda item as it is already being planned.

**13. Next Meeting Date & Agenda Items – VOTE**

The next Membership Committee Meeting is tentatively scheduled for Monday, September 13<sup>th</sup> 2010, 25 Van Ness Room 330B from 5-7 pm.

Parking Lot:

- LOA Policy; Tracking excused absences, committees lacking quorum for a six month period
- Signatories of all letters to Council Members

**14. Adjournment**

The meeting was adjourned at 6:22 pm by Co-Chair Hubbard.





HIV Health Services Planning Council  
MEMBERSHIP COMMITTEE  
Monday, September 13, 2010  
Department of Public Health  
25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B  
5:00-7:00 pm

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*Draft Agenda*

1. Introductions Group 5:00
2. Review/Approve Agenda – VOTE Group 5:03
3. Review/Approve August 9<sup>th</sup> 2010 Minutes – VOTE Group 5:05
4. Announcements Group 5:07
5. Public Comment Group 5:10
6. Council Member Attendance Report/Letters to Send – VOTE Group 5:15

*Council Support will update Committee on Attendance Letters sent, and status of Council Members.  
Committee will review a three-month report (June, July and August 2010) on Council Member attendance.  
Committee will decide whether to send letters to Council Members not meeting attendance requirements.*

- Letters of Warning to be sent:
  - Cherrlynn Hubbard
  - Matthew Miller
- Letters of Probation to be sent:
  - Mark Agtane (Letter of Warning Sent August 2010)
- Update of Letters of Probation that have been sent:
- Review Renewals:
  - Mary Lawrence Hicks
- Request for Leave of Absence:
  - John Andrews
- Leave(s) of Absence:
  - Aaron Chandler (August 9, 2010 – October 9, 2010)
  - Naim Harrison (July 6, 2010 – September 6, 2010)
- Resignations:
- Thank You for service to the Council:
- Dismissal Letters to be sent due to attendance requirements:

- Review Exit Interview(s):
  - Anna Heath

- 7. Committee Assignments – VOTE** Group 5:35  
*The Committee will assess current committee membership and vote on new placements.*
- 8. Demographic Information Update** Group 6:05
- 9. Committee Presentation – VOTE** Group 6:10  
*The Committee will begin preparing its presentation to the Full Council.*
- 10. Next Meeting Date & Agenda Items** Group 6:55  
*The next Membership Committee Meeting is tentatively scheduled for Monday, October 11<sup>th</sup>, 2010, 25 Van Ness Room 330B from 5-7 pm.*

**Parking Lot:**

- Tracking excused absences, committees lacking quorum for a six month period
- Updating Leave of Absence Policy
- Outreach and Listening Discussion

- 11. Adjournment** Group 7:00

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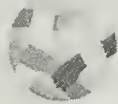
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# HIV Health Services Planning Council

## MEMBERSHIP COMMITTEE

Monday, September 13, 2010

Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

5:00-7:00 pm

**Committee Members Present:** Mark Agtane, Michael Scarce, Eric Sutter

**Committee Members Absent:** John Andrews, Wade Flores, Chris Harris, Cherrlynn Hubbard, Rachel Matillano, Mark Molnar, Charles Siron

**Others Present:** Dean Goodwin [DPH-HHS]

**Support Staff Present:** Randy Allgaier, Enrique Asis, William Ching, T.J. Lee

### Draft Notes

#### 1. Introductions

The meeting was called to order at 5:12 pm by Council Member Sutter. Everyone introduced themselves and quorum was not established.

#### 2. Review /Approve Agenda – VOTE

The agenda was reviewed and not approved due to lack of quorum.

#### 3. Review /Approve August 9<sup>th</sup> 2010 DRAFT Minutes – VOTE

The August 9<sup>th</sup> 2010 minutes were reviewed and not approved due to lack of quorum.

#### 4. Announcements

- CS Allgaier Wednesday 29<sup>th</sup> the Planning Council will be sponsoring a community health forum with Project Inform at Quaker Meeting House from 6-8 pm
- Dean Goodwin announced a new building entry policy

#### 5. Public Comment

There was no public comment.

#### 6. Council Member Attendance Report/Letters to Send – VOTE

Council Support will update Committee on Attendance Letters sent, and status of Council Members.

Committee will review a three-month report (June, July and August 2010) on Council Member attendance.

Committee will decide whether to send letters to Council Members not meeting attendance requirements.

- Letters of Warning to be sent:
  - Cherrlynn Hubbard
  - Matthew Miller

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The Committee recommended to send Letters of Warning to Cherrlynn Hubbard and Matthew Miller.

- Letters of Probation to be sent:
  - Mark Agtane (Letter of Warning Sent August 2010)
- Update of Letters of Probation that have been sent:
- Review Renewals:
  - Mary Lawrence Hicks  
The Committee recommended to move Mary Lawrence Hicks' renewal to Steering.
- Request for Leave of Absence:
  - John Andrews  
The Committee recommended to move John Andrews' Leave of Absence request to Steering.
- Leave(s) of Absence:
  - Aaron Chandler (August 9, 2010 – October 6, 2010)
  - Naim Harrison (July 6, 2010 – September 6, 2010)
- Resignations:
  - Cherrlynn Hubbard
- Thank You for Service to the Council:
- Dismissal Letters to be sent due to attendance requirements:
- Review Exit Interview(s):
  - Anna Heath

**7. Committee Assignments – VOTE**

The Committee recommended to move Committee Assignments to Steering.

**8. Demographic Information Update**

The Committee tabled this agenda item.

**9. Committee Presentation – VOTE**

CS Allgaier briefly told the Committee information about the upcoming presentation, which should be a short explanation of the Committee's work to the Council.

**10. Next Meeting Date & Agenda Items – VOTE**

The next Membership Committee Meeting is tentatively scheduled for Monday, October 11<sup>th</sup> 2010, 25 Van Ness Room 330B from 5-7 pm.

Parking Lot:

- LOA Policy; Tracking excused absences, committees lacking quorum for a six month period
- Signatories of all letters to Council Members

#### **11. Adjournment**

The meeting was adjourned at 5:26 pm by Co-Chair X.







# HIV Health Services Planning Council

## MEMBERSHIP COMMITTEE

Monday, October 11, 2010

Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

5:00-7:00 pm

### *Draft Agenda*

1. Introductions Group 5:00
2. Review/Approve Agenda – VOTE Group 5:03
3. Review/Approve August 9<sup>th</sup> DRAFT Minutes and September 13<sup>th</sup> 2010 Notes – VOTE Group 5:05
4. Announcements Group 5:07
5. Public Comment Group 5:10
6. Council Member Attendance Report/Letters to Send – VOTE Group 5:15

*Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month report (July, August and September 2010) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.*

- Letters of Warning to be sent:
  - Mark Agtane
  - Cherrlynn Hubbard
  - Veronica Pillatzke
- Letters of Probation to be sent:
- Update of Letters of Probation that have been sent:
- Review Renewals:
  - Mary Lawrence Hicks renewal approved at Full Council meeting 9/27/2010
- Request for Leave of Absence:
- Leave(s) of Absence:
  - John Andrews (September 9, 2010 – November 9, 2010)
  - Aaron Chandler (August 9, 2010 – October 9, 2010)
- Resignations:
- Thank You for service to the Council:
- Dismissal Letters to be sent due to attendance requirements:

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- Review Exit Interview(s):
  - Anna Heath

- 7. Committee Assignments – VOTE** Group 5:35  
*The Committee will reassess current committee membership and vote on new placements.*
- 8. Demographic Information Update** Group 6:05
- 9. Cultural Inclusiveness Update** Group 6:10  
*The Committee will receive an update about the Council's cultural inclusive work.*
- 10. Next Meeting Date & Agenda Items** Group 6:55  
*The next Membership Committee Meeting is tentatively scheduled for Monday, November 8<sup>th</sup> 2010, 25 Van Ness Room 330B from 5-7 pm.*

Parking Lot:

- Tracking excused absences, committees lacking quorum for a six month period
- Updating Leave of Absence Policy

- 11. Adjournment** Group 7:00

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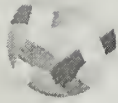
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HIV Health Services Planning Council  
MEMBERSHIP COMMITTEE  
Monday, October 11, 2010  
Department of Public Health  
25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B  
5:00-7:00 pm

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**Committee Members Present:** Mark Agtane, Wade Flores, Chris Harris, Rachel Matillano, Mark Molnar, Michael Scarce, Charles Siron, Eric Sutter

**Committee Members Absent:** John Andrews [LOA], Cherrlynn Hubbard

**Others Present:**

**Support Staff Present:** Enrique Asis, William Ching, T.J. Lee

### *Draft Minutes*

#### 1. Introductions

The meeting was called to order at 5:01 pm by Council Member Flores. Everyone introduced themselves and quorum was established.

#### 2. Review /Approve Agenda – VOTE

The agenda was reviewed and approved by consensus.

#### 3. Review /Approve August 9<sup>th</sup> 2010 DRAFT Minutes and September 13<sup>th</sup> NOTES 2010 – VOTE

The August 9<sup>th</sup> Minutes and September 13<sup>th</sup> Notes were reviewed and approved by consensus.

#### 4. Announcements

- CS Lee announced that CS Allgaier will be out for the rest of the week

#### 5. Public Comment

There was no public comment.

#### 6. Council Member Attendance Report/Letters to Send – VOTE

Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month report (July, August and September 2010) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.

- Letters of Warning to be sent:
  - Mark Agtane
  - Cherrlynn Hubbard
  - Veronica Pillatzke

**MOTION**-CM Molnar/CM Siron: to send letters of warning to the above three council members.

**Motion passed by consensus.**

- Letters of Probation to be sent:
- Update of Letters of Probation that have been sent:
- Review New Member Applications
  - Chip Supanich  
**MOTION**-CM Harris/CM Molnar: to move forward and interview Chip Supanich  
**Motion passed by consensus.**
- Review Renewals:
  - Mary Lawrence Hicks (approved a Full Council meeting 9/27/2010)
- Request for Leave of Absence:
- Leave(s) of Absence:
  - John Andrews (September 9, 2010 – November 9, 2010)
  - Aaron Chandler (August 9, 2010 – October 9, 2010)
- Resignations:
  - Naim Harrison
  - Cherrlynn Hubbard (effective 12/2010)
- Thank You for Service to the Council:
  - Naim Harrison  
**MOTION**-CM Molnar/CM Sutter: to send Naim Harrison a Thank You for Service Letter  
**Motion passed by consensus.**
- Dismissal Letters to be sent due to attendance requirements:
- Review Exit Interview(s):
  - Anna Heath

#### **7. Committee Assignments – VOTE**

The Committee voted on the new committee assignments for 2010-11, after CMs Molnar and Siron have made some revisions.

**MOTION**-CM Molnar/CM Harris: to accept the new committee assignments.

**Motion passed by consensus.**

#### **8. Demographic Information Update**

The Committee discussed the need to increase demographic diversity given the council seats recently vacated by members who have resigned or left the council in the past several months. There is a need for more voices from women, especially HIV-positive heterosexual women. Also more need to include Native and African Americans.

The Committee also recommended adding information regarding sexual orientation to the monthly demographic reports.

#### **9. Cultural Inclusiveness Update**

CS Asis and Lee updated the Committee on the progress of cultural inclusiveness. CS Allgaier and Veronica Neal are still collaborating, and its work won't begin in earnest until next month. Veronica will attend all committee meetings and conduct interviews with council members.

#### **10. Next Meeting Date & Agenda Items – VOTE**

The next Membership Committee Meeting is tentatively scheduled for Monday, November 8<sup>th</sup> 2010, 25 Van Ness Room 330B from 5-7 pm.

##### **Parking Lot:**

- Tracking excused absences, committees lacking quorum for a six month period
- Signatories of all letters to Council Members
- Explaining the proxy vote policy, adding the item to a Membership Committee update at Full Council; printing a copy of the policy
- Co-chair nominations

#### **11. Adjournment**

The meeting was adjourned at 6:01 pm by Co-Chair Flores.







# HIV Health Services Planning Council

MEMBERSHIP DRAFT AGENDA

Monday, November 8, 2010

Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

5:00-7:00 pm

## *Draft Agenda*

1. Introductions Group 5:00
2. Review/Approve Agenda – VOTE Group 5:03
3. Review/Approve October 11<sup>th</sup> 2010 DRAFT Minutes – VOTE Group 5:05
4. Announcements Group 5:07
5. Public Comment Group 5:10
6. Council Member Attendance Report/Letters to Send – VOTE Group 5:15

*Council Support will update Committee on Attendance Letters sent, and status of Council Members.*

*Committee will review a three-month report (August, September and October 2010) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.*

- Letters of Warning to be sent:
  - Cicily Emerson
  - Mary Lawrence Hicks
  - Veronica Pillatzke
  - Donald Soto
  - Lara Tannenbaum
- Letters of Probation to be sent:
- Update of Letters of Probation that have been sent:
- Review New Member Applications:
- Interview Prospective Applicant:
  - Chip Supanich
- Review Renewals:
  - Billie Cooper
  - Maritza Penagos
- Request for Leave of Absence:
  - Lara Tannenbaum (November 2010 – March 2011)

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- Leave(s) of Absence:
  - John Andrews (September 9, 2010 – November 9, 2010)
- Committee Assignments
  - George Simmons requested moving to GPA from Membership
- Resignations:
- Thank You for service to the Council:
- Dismissal Letters to be sent due to attendance requirements:
- Review Exit Interview(s):
- Further Action(s):
  - Co-Chair call to Jesus Guillen

7. **Co-Chair Elections – VOTE** Group 5:35  
*The Committee will nominate and vote on new co-chairs.*
8. **Demographic Information Update** Group 5:50
9. **Committee Presentations – VOTE** Group 5:55  
*The Committee will continue preparing its presentation to the Full Council.*
10. **De-Brief 2010** Group 6:20  
*The Committee will have an opportunity to review and discuss past Full Council meetings decisions to lay the groundwork for developing a work plan for 2011.*
11. **Next Meeting Date & Agenda Items** Group 6:55  
*The next Membership Committee Meeting is tentatively scheduled for Monday, December 13<sup>th</sup> 2010, 25 Van Ness Room 330B from 5-7 pm.*

Parking Lot:

- Tracking excused absences, committees lacking quorum for a six month period
- Updating Leave of Absence Policy

12. **Adjournment** Group 7:00

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*MISSION STATEMENT*  
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HIV Health Services Planning Council  
730 Polk Street, 3<sup>rd</sup> Floor, San Francisco, CA 94109

\*\*\*\*\*

San Francisco Department of Public Health, AIDS Office  
25 Van Ness Avenue, 3rd floor, San Francisco, CA 94102

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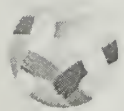
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HIV Health Services Planning Council, 730 Polk Street, 3rd Floor, San Francisco, CA 94109  
RECEPTION DESK.







HIV Health Services Planning Council  
MEMBERSHIP COMMITTEE  
Monday, November 8, 2010  
Department of Public Health  
25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B  
5:00-7:00 pm

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**Committee Members Present:** Wade Flores, Chris Harris, Maritza Penagos, Eric Sutter

**Committee Members Absent:** Mark Agtane, John Andrews [LOA], Jesus Guillen, Stacia Scherich, George Simmons, Charles Siron [E]

**Others Present:**

**Support Staff Present:** Enrique Asis, T.J. Lee

### *Draft Notes*

#### 1. Introductions

The meeting was called to order at 5:08 pm by Council Member Flores. Everyone introduced themselves and quorum was not established.

#### 2. Review /Approve Agenda – VOTE

The agenda was reviewed and not approved due to lack of quorum.

#### 3. Review /Approve October 11<sup>th</sup> 2010 DRAFT Minutes – VOTE

The October 11<sup>th</sup> 2010 DRAFT Minutes were reviewed and not approved due to lack of quorum.

#### 4. Announcements

- Healthy Aging Summit is happening concurrently and will for the first time HIV will be included because of the work of the HIV and Aging Workgroup.
- Laura Thomas will be honored on World AIDS Day in the AIDS Memorial Grove.
- No December Full Council Meeting.
- January Full Council meeting will take place at 25 Van Ness and move to City Hall at 6:30 to take part of the CAEAR Coalition Meeting.

#### 5. Public Comment

There was no public comment.

#### 6. Council Member Attendance Report/Letters to Send – VOTE

Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month report (July, August and September 2010) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.

- Letters of Warning to be sent:
  - Cicily Emerson
  - Mary Lawrence Hicks
  - Veronica Pillatzke
  - Donald Soto
  - Lara Tannenbaum
- Letters of Probation to be sent:
- Update of Letters of Probation that have been sent:
- Review New Member Applications:
- Interview Prospective Applicant:
  - Chip Supanich
- Review Renewals:
  - Billie Cooper
  - Maritza Penagos
- Request for Leave of Absence:
  - Lara Tannenbaum (November 2010 – March 2011)
- Leave(s) of Absence:
  - John Andrews (September 9, 2010 – November 9, 2010)
- Resignations:
- Thank You for Service to the Council:
- Dismissal Letters to be sent due to attendance requirements:
- Review Exit Interview(s):
- Further Action(s):
  - Co-Chair call to Jesus Guillen

**The Committee will move recommendations to Steering Committee.**

#### **7. Co-Chair Elections – VOTE**

CMs Flores and Sutter have been nominated as new co-chairs. The Committee will vote once quorum is established.

#### **8. Demographic Information Update**

The Committee discussed the need to increase demographic diversity given the council seats recently vacated by members who have resigned or left the council in the past several months. There is a need for more voices from women, especially HIV-positive heterosexual women. Also more need to include Native and African Americans.

The Committee also recommended adding information regarding sexual orientation to the monthly demographic reports.

**9. Committee Presentations – VOTE**

CMs Sutter and Flores will work on a PowerPoint presentation together.

**10. De-Brief 2010 – VOTE**

The Committee had nothing further to discuss.

**11. Next Meeting Date & Agenda Items – VOTE**

The next Membership Committee Meeting is tentatively scheduled for Monday, December 13<sup>th</sup> 2010, 25 Van Ness Room 330B from 5-7 pm.

**Parking Lot:**

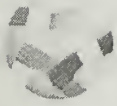
- Tracking excused absences, committees lacking quorum for a six month period
- Signatories of all letters to Council Members
- Explaining the proxy vote policy, adding the item to a Membership Committee update at Full Council; printing a copy of the policy
- Co-chair nominations

**12. Adjournment**

The meeting was adjourned at 7 pm by Co-Chair Flores.







# HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, December 13, 2010

Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

5:00-7:00 pm

## Draft Agenda

1. Introductions Group 5:00
2. Review/Approve December 13<sup>th</sup> 2010 Agenda – VOTE Group 5:03
3. Review/Approve October 11<sup>th</sup> DRAFT Minutes and November 8<sup>th</sup> DRAFT Notes – VOTE Group 5:05
4. Announcements Group 5:07
5. Public Comment Group 5:10
6. Council Member Attendance Report/Letters to Send – VOTE Group 5:15

*Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month report (September, October and November 2010) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.*

- Letters of Warning to be sent:
  - Aaron Chandler
  - Cicily Emerson (carry over from 11/8 meeting)
  - Chris Harris
  - Mary Lawrence Hicks (carry over from 11/8 meeting)
  - Rachel Matillano
  - Veronica Pillatzke
  - George Simmons
  - Don Soto (carry over from 11/8 meeting)
  - Lara Tannenbaum (carry over from 11/8 meeting)
- Letters of Probation to be sent:
- Update of Letters of Probation that have been sent:
- Review New Member Applications:
- Interview/Discuss Prospective Applicant:
  - Chip Supanich
- Review Renewals:
  - Billie Cooper
  - Maritza Penagos

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- Request for Leave of Absence:
  - Steve Manley (December 2010 – February 2011)
  - Mark Molnar (December 2010 – February 2011)
- Current Leave(s) of Absence:
  - Lara Tannenbaum (November 2010 – March 2011)
- Committee Assignments
  - George Simmons requested moving to GPA from Membership
- Resignations:
  - Paul Margolis
- Thank You for service to the Council:
  - Paul Margolis
- Dismissal Letters to be sent due to attendance requirements:
- Review Exit Interview(s):
- Further Action(s):
  - Jesus Guillen

- |  |            |
|--|------------|
| <b>7. Demographic Information Update</b>   | Group 5:35 |
| <b>8. Review Committee Quorum – VOTE</b><br><i>The Committee will review Committee attendance for the previous six months, particular meetings that have lacked quorum.</i>                          | Group 5:45 |
| <b>9. Leaves of Absence Policy Discussion – VOTE</b><br><i>The Committee will discuss updating the Leave of Absence Policy, a parking lot item.</i>  | Group 5:55 |
| <b>10. 2011 Planning</b><br><i>The Committee will have an opportunity to continue planning for 2011.</i>   | Group 6:20 |
| <b>11. Next Meeting Date &amp; Agenda Items</b><br><i>The next Membership Committee Meeting is tentatively scheduled for Monday, January 4<sup>th</sup> 2010, 25 Van Ness Room 330B from 5-7 pm.</i> | Group 6:55 |
| Parking Lot:   |            |
| <b>12. Adjournment</b>   | Group 7:00 |

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*HIV Health Services Planning Council  
730 Polk Street, 3<sup>rd</sup> Floor, San Francisco, CA 94109*

*\*\*\*\*\**

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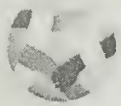
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HIV Health Services Planning Council  
MEMBERSHIP COMMITTEE  
Monday, December 13, 2010  
Department of Public Health  
25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B  
5:00-7:00 pm

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**Committee Members Present:** Mark Agtane, John Andrews, Wade Flores, Chris Harris, Maritza Penagos, Stacia Scherich, George Simmons, Charles Siron, Eric Sutter

**Committee Members Absent:** Jesus Guillen

**Others Present:** Lee Jewell

**Support Staff Present:** Enrique Asis, T.J. Lee

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*Draft Minutes*

1. **Introductions**

The meeting was called to order at 5:08 pm by Council Member Flores. Everyone introduced themselves and quorum was established. The Committee spent a few minutes to reflect on the recent passing of CS Allgaier.

2. **Review /Approve Agenda – VOTE**

The agenda was reviewed and approved by consensus.

3. **Review /Approve October 11<sup>th</sup> DRAFT Minutes and November 8<sup>th</sup> DRAFT Notes – VOTE**

The October 11<sup>th</sup> DRAFT Minutes and November 8<sup>th</sup> DRAFT Notes were reviewed and approved by consensus.

4. **Announcements**

- CS Molnar announced that he will be on a three month LOA to serve as interim Council Director.
- CM Andrews stated that the Policy and Procedures Workgroup will present some recommendations to the Membership Committee.
- CS Lee announced the January Full Council meeting will be held at 25 Van Ness and will be shortened to make time for the CAEAR Coalition dinner; and the Steering Committee retreat will be on January 21.
- CM Jewell stated that the City Hall Tree of Hope lighting ceremony will be on December 5, 2010.

5. **Public Comment**

There was no public comment.

6. **Council Member Attendance Report/Letters to Send – VOTE**

Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month report (September, October and November 2010) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.

- Letters of Warning to be sent:
  - Aaron Chandler
  - Cicily Emerson (carry over from 11/8 meeting)
  - Chris Harris
  - Mary Lawrence Hicks (carry over from 11/8 meeting)
  - Rachel Matillano
  - Veronica Pillatzke
  - George Simmons
  - Donald Soto (carry over from 11/8 meeting)
  - Lara Tannenbaum (carry over from 11/8 meeting)

**MOTION-CM Harris/CM Sutter: To send letters of warning to the above Council Members. Motion passed by consensus.**

- Letters of Probation to be sent:
- Update of Letters of Probation that have been sent:
- Review New Member Applications:
- Interview/Discuss Prospective Applicant:
  - Chip Supanich

The Committee continued discussing Prospective Applicant Chip Supanich after the Steering Committee returned the agenda item to Membership. Committee Members questioned the process and historical precedents. CM Andrews suggested that the Committee should not interview prospective candidates if it lacks quorum. Others have expressed concern that not conducting business without quorum punishes Council Members who are present.

**MOTION-CM Jewell/CM Siron: To vote yes and move Chip Supanich's application to the Full Council. Motion passed by roll call vote with one no. See Voting Sheet.1.**

- Review Renewals:
  - Billie Cooper
  - Maritza Penagos
- Request(s) for Leave of Absence:
  - Steve Manley (December 2010 – February 2011)
  - Mark Molnar (December 2010 – February 2011)

**MOTION-CM Andrews/CM Sutter: to approve Steve Manley's LOA request. Motion passed by consensus.**

**MOTION-CM Andrews/CM Scherich: to approve Mark Molnar's LOA request. Motion passed by consensus.**

- Current Leave(s) of Absence:

- Lara Tannenbaum (November 2010 – March 2011)
- Committee Assignments:
  - George Simmons requested moving to GPA from Membership.

The Committee approved George Simmons' request to move to GPA.

- Resignations:
  - Paul Margolis
- Thank You for Service to the Council:
  - Paul Margolis
- Dismissal Letters to be sent due to attendance requirements:
- Review Exit Interview(s):
- Further Action(s):
  - Jesus Guillen

The Committee discussed whether Council Members have heard anything from CM Guillen. The Committee then briefly discussed excused absence policies.

#### **7. Demographic Information Update – VOTE**

The Committee discussed the demographics report and the current makeup of the Council and while they agree that the Council currently reflects the demographics of the EMA well, it reiterated its need to recruit Native American applicants. Some Council Members expressed an interest to use income levels as another measure of diversity. The Committee was also interested in keeping aging individuals on their radar.

#### **8. Review Committee Quorum – VOTE**

The Committee reviewed a document prepared by Council Support that lists all Committees that have lacked quorum and absent members in the last six months. Aside from one Council Member, everyone agrees that the current attendance policy is adequate.

The Committee decided to revisit this agenda item next month.

#### **9. Leaves of Absence Policy Discussion – VOTE**

The Committee decided to table this agenda item until next month.

#### **10. 2011 Planning**

The Committee had nothing further to discuss.

#### **11. Next Meeting Date & Agenda Items – VOTE**

The next Membership Committee Meeting is tentatively scheduled for Monday, January 10<sup>th</sup> 2010, 25 Van Ness Room 330B from 5-7 pm.

Parking Lot:

- Signatories of all letters to Council Members
- Explaining the proxy vote policy, adding the item to a Membership Committee update at Full Council; printing a copy of the policy
- Committee Quorum, LOA Policy discussion

## 12. Adjournment

The meeting was adjourned at 7 pm by Co-Chair Flores.









